

CSUB EXCESS/DEFICIT HOURS CALCULATION FORM

MONTH:

YEAR:

NAME:

DAY OFF (IF APPLICABLE):

LUNCH:

START/END PAY PERIOD:

*22 days = 176 hours

21 days = 168 hours

WORK SCHEDULE (indicate hrs)

paid			worked					Total Hours Worked

EMPLOYEE SIGNATURE:

DATE:

APPROPRIATE ADMINISTRATOR SIGNATURE:

DATE: