



**PAYROLL SERVICES  
SPECIAL CONSULTANT TIMESHEET**

<b>SPECIAL CONSULTANT INFORMATION:</b> Type of print name as it appears on Social Security Card.			
FIRST NAME		MIDDLE	LAST NAME
SOCIAL SECURITY NO.	PS EEMPLID	DEPT ID	PAY PERIOD- (MO/YR)

<b>DATES OF WORK:</b> Check the appropriate dates of work									
30	<input type="checkbox"/>	06	<input type="checkbox"/>	13	<input type="checkbox"/>	20	<input type="checkbox"/>	27	<input type="checkbox"/>
31	<input type="checkbox"/>	07	<input type="checkbox"/>	14	<input type="checkbox"/>	21	<input type="checkbox"/>	28	<input type="checkbox"/>
01	<input type="checkbox"/>	08	<input type="checkbox"/>	15	<input type="checkbox"/>	22	<input type="checkbox"/>	29	<input type="checkbox"/>
02	<input type="checkbox"/>	09	<input type="checkbox"/>	16	<input type="checkbox"/>	23	<input type="checkbox"/>	30	<input type="checkbox"/>
03	<input type="checkbox"/>	10	<input type="checkbox"/>	17	<input type="checkbox"/>	24	<input type="checkbox"/>	31	<input type="checkbox"/>
04	<input type="checkbox"/>	11	<input type="checkbox"/>	18	<input type="checkbox"/>	25	<input type="checkbox"/>	1	<input type="checkbox"/>
05	<input type="checkbox"/>	12	<input type="checkbox"/>	19	<input type="checkbox"/>	26	<input type="checkbox"/>		<input type="checkbox"/>

I certify that I have performed the duties as outlined in the Special Consultant Agreement Form and have completed all necessary employment forms.

I certify that the above individual has completed the assignment as outlined in the Special Consultant Agreement Form in a satisfactory manner.

\_\_\_\_\_  
Employee Signature and Date

\_\_\_\_\_  
MPP Signature and Date

<b>DEPARTMENT USE ONLY</b>							
DAILY RATE	NUMBER OF DAYS PAID				TOTAL PAY DUE		
FUNDING SOURCE	ACCT	FUND	DEPT	PROGRAM	CLASS	PROJECT	DAYS TO APPLY
COMPLETED BY	PHONE/EXTENSION (760) 750-			DATE			

**Payroll Office Use:**      Date keyed- \_\_\_\_\_      Issue Date- \_\_\_\_\_

Payment to Special Consultants is made available during the midmonth payday following the month in which you worked, after receipt (in Payroll Services) of completed Special Consultant Agreement form and completed timesheet. Please see our midmonth payday schedule.