

## **Request to Add “Time Sheet Description” to Employee Job Assignments**

SDSU Research Foundation human resources classifies all positions under standard classification titles and descriptions so that positions with similar duties and responsibilities are grouped together in the same classification. A consistently applied classification system and attendant pay scales are essential for ensuring compliance with equal pay requirements as well as other legislative guidelines. In addition to the official classification, supervisors can request that an unofficial “time sheet description” be assigned to help employees with multiple jobs distinguish between positions and assignments within EmpCenter, the electronic time and attendance system.

Guidelines for requesting “Time Sheet Descriptions”:

1. Can include additional descriptive data to help employees distinguish between assignments when they have multiple jobs. Ex: Case Worker Night Shift and Case Worker Day Shift or Research Assistant Einstein or Research Assistant Curie.
2. If including a PI or Program Manager name please use the full last name only.
3. The “Time Sheet Description” could be the original title when hired (title on job description).
4. Should be descriptive of the employee's primary job function.
5. Can only include “manager” or “director” if the position is in a management classification.
6. Can only include “supervisor” in the title if the incumbent supervises employees

Employee Name:
Employee Red ID:
Position and Suffix:
Employee E-Mail:
Requested Time Sheet Description:
Supervisor Name:
Supervisor Red ID:
Supervisor E-Mail
Supervisor Phone:
Supervisor Signature:

Submit to SDSU Research Foundation Human Resources. MC 1945 or [hr@foundation.sdsu.edu](mailto:hr@foundation.sdsu.edu)