

BIWEEKLY EMPLOYEE TIMESHEET

Please fill out this form in its entirety including student information, dates, time in/out and signatures, etc.

Employee Name: _____

Employee PeopleSoft ID (HCM): _____
(Do not list Social Security #)

Supervisor: _____

Payrate: _____

Name of Department: _____

Pay Period Ending: _____

| DATES | | | | | | | | Week 1 |
|-------------|--------|--------|---------|-----------|----------|--------|----------|-------------|
| Day | Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | |
| AM Time In | | | | | | | | |
| AM Time Out | | | | | | | | |
| PM Time In | | | | | | | | |
| PM Time Out | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | Total Hours |
| TOTAL | | | | | | | | |

| DATES | | | | | | | | Week 2 |
|-------------|--------|--------|---------|-----------|----------|--------|----------|-------------|
| Day | Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | |
| AM Time In | | | | | | | | |
| AM Time Out | | | | | | | | |
| PM Time In | | | | | | | | |
| PM Time Out | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | Total Hours |
| TOTAL | | | | | | | | |

TWO WEEK TOTAL HOURS: _____

Time worked must be recorded in 15 minute increments by rounding to the nearest quarter hour. For example, if you punch in at 7:11, you should round the time to 7:15; if you leave at 4:25, round to 4:30. Using these rounded figures, you worked 9.25 hours for the day.

In the TIME IN & TIME OUT columns, time is reported as follows:

- 8-22 mins into the hour are reported as 15 mins after the hour (e.g. 9:08-9:22 = 9:25)
- 23-37 mins into the hour are reported as 30 mins after the hour (e.g. 9:23-9:37 = 9:30)
- 38-52 mins into the hour are reported as 45 mins after the hour (e.g. 9:38-9:45 = 9:45)
- Anything 53 mins before the hour through 7 mins after is reported as the hour (e.g. 9:53-10:07 = 10:00)

When calculating the time worked each shift, hours are reported in 15 min increments as follows:

15 mins = 0.25, 30 mins = 0.50, 45 mins = 0.75 & 60 mins = 1.0; so 5 hours and 45 mins would be 5.75.

Certification: I understand my job classification is eligible for overtime and/or compensatory time payment. These payments will be made at the rate of one and one-half time my annualized hourly rate. I agree to work overtime or compensatory time only with advance approval of my supervisor. Failure to receive advance approval for overtime or compensatory time worked may result in a corrective or disciplinary action which may include termination of University employment.

If applicable, student employee is enrolled in the proper number of credit hours, pursuant to campus specific student employment guidelines.

I certify hours and minutes shown herein are a complete and accurate record of time worked each day and for the reporting period. All leave taken and/or overtime earned or taken as compensatory time was reported and approved by my supervisor, and the work was performed in a satisfactory manner.

Employee's Signature _____

Date _____

Supervisor's Signature _____

Date _____

Time sheet must be retained by employing department for a minimum of 3 years (5 years recommended) from the end of the award year.