

University of Central Florida Employee Time Sheet

PP Begin: 09/04/2020 PP End: 09/17/2020

Name:

EmplID:

Empl Rcd:

Instructions for Completion: Complete blocks for actual arrival (in) and departure (out) times vertically under the appropriate date column. Total the number of hours worked for the day to the nearest quarter hour (see chart below) in the Total Hrs block located under the appropriate date column. Add all hours worked during Week 1 by adding all the Total Hrs blocks in the Week 1 section. Place this total in the Total Hours Worked Week 1 block. Follow the same steps for Week 2. **Digitally sign the form and submit to your supervisor electronically.** Follow your department's policies for time sheet submission.

Minutes Conversion Chart			
Minutes	Decimal of Hour	Quarter Hours	
00-07	0-	.1249	.00
08-22	.1250-	.3749	.25
23-37	.3750-	.6249	.50
38-52	.6250-	.8749	.75
53-60	.8750-	.9999	1.00

Hours Worked															
	Fri 09/04	Sat 09/05	Sun 09/06	Mon 09/07	Tue 09/08	Wed 09/09	Thu 09/10	Fri 09/11	Sat 09/12	Sun 09/13	Mon 09/14	Tue 09/15	Wed 09/16	Thu 09/17	
In															
Out															
In															
Out															
In															
Out															
In															
Out															
Total Hrs															
Total Hours Worked Week 1:								Total Hours Worked Week 2:							

Leave and Pay Exceptions Report Attached? Yes No

OPS: Leave and Pay Exceptions Report not applicable. OPS Students should not be allowed to work during their scheduled class times.

Nonexempt: Leave and Pay Exceptions Report is required for extra hours and leave used.

I certify that clock-in and clock-out times shown on this time sheet reflect actual arrival and departure times, as well as accurate total hours, during the pay period indicated above.

Employee's Signature _____

Supervisor's Signature _____