



## Hourly Timesheet

Weekly Authorized Hours: 20

\*Enter daily hours to the nearest 1/4 hour. Round 7 minutes down, 8 minutes up."

PREFERRED NAME	LEGAL NAME	DATE	POSITIONS	LOCATIONS	CLOCK IN TIME	BREAK START	BREAK END	BREAK DURATION	CLOCK OUT TIME	SCH. SHIFT DURATION	SHIFT DURATION	DIFFERENCE	STATUS
ABEEHA ZAIDI								-		22.00	20.75	-1.25	
Abeeha Zaidi	Abeeha Zaidi	Feb 22	Student Engagement Specialist	USF Digital Engagement Center	5:30 PM	-	-	0	9:00 PM	3.50	3.50	0	
Abeeha Zaidi	Abeeha Zaidi	Feb 23	Professional Development	USF Digital Engagement Center	3:30 PM	-	-	0	5:00 PM	1.50	1.50	0	
Abeeha Zaidi	Abeeha Zaidi	Feb 23	Student Engagement Specialist	USF Digital Engagement Center	5:30 PM	-	-	0	7:45 PM	3.50	2.25	-1.25	
Abeeha Zaidi	Abeeha Zaidi	Feb 26	Student Engagement Specialist	USF Digital Engagement Center	2:00 PM	-	-	0	5:00 PM	3.00	3.00	0	
Abeeha Zaidi	Abeeha Zaidi	Feb 27	Student Engagement Specialist	USF Digital Engagement Center	5:30 PM	-	-	0	9:00 PM	3.50	3.50	0	
Abeeha Zaidi	Abeeha Zaidi	Feb 28	Student Engagement Specialist	USF Digital Engagement Center	5:30 PM	-	-	0	9:00 PM	3.50	3.50	0	
Abeeha Zaidi	Abeeha Zaidi	Mar 01	Student Engagement Specialist	USF Digital Engagement Center	5:30 PM	-	-	0	9:00 PM	3.50	3.50	0	
TOTAL													
								-		22.00	20.75	-1.25	


**\*Overtime hours are those over the regular (appointment) hours. Only hours in excess of 40 in a workweek will be compensated at time and half.**

**HOURLY TEMPORARY EMPLOYEES ARE PAID ONLY FOR ACTUAL TIME WORKED.**

"I certify that the hours shown on this sheet are earned for pay purposes during the period indicated."

X \_\_\_\_\_  
Employee Signature

"I certify that the person named hereon is due the amounts shown for services performed during the period indicated and that these conform to leave policies."

X  \_\_\_\_\_  
Supervisor Signature

