



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
AMR ALMAGHRABI								.		6.50	7.25	0.75	
Amr Almaghrahi	Amr Almaghrahi	Feb 22	Student Engagement Leader	USF Digital Engagement Center	3:45 PM	.	.	0	9:30 PM	5.00	5.75	0.75	
Amr Almaghrahi	Amr Almaghrahi	Feb 23	Professional Development	USF Digital Engagement Center	3:30 PM	.	.	0	5:00 PM	1.50	1.50	0	
TOTAL								.		6.50	7.25	0.75	


***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

