



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
ADRIANNA GARCIA								-		14.50	14.25	-0.25	
Adrianna Garcia	Adrianna Garcia	Feb 22	Student Engagement Specialist	USF Digital Engagement Center	2:00 PM	-	-	0	4:45 PM	3.00	2.75	-0.25	
Adrianna Garcia	Adrianna Garcia	Feb 23	Professional Development	USF Digital Engagement Center	3:30 PM	-	-	0	5:00 PM	1.50	1.50	0	
Adrianna Garcia	Adrianna Garcia	Feb 23	Student Engagement Specialist	USF Digital Engagement Center	5:30 PM	-	-	0	9:00 PM	3.50	3.50	0	
Adrianna Garcia	Adrianna Garcia	Feb 28	Student Engagement Specialist	USF Digital Engagement Center	2:00 PM	-	-	0	5:00 PM	3.00	3.00	0	
Adrianna Garcia	Adrianna Garcia	Mar 02	Student Engagement Specialist	USF Digital Engagement Center	5:30 PM	-	-	0	9:00 PM	3.50	3.50	0	
TOTAL								-		14.50	14.25	-0.25	

***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

