College of Optometry Student or Part Time Employee Time Sheet

Pay Period _____   **Name**_____ **Employee ID #** _____

Day	Date	In	Out	In	Out	In	Out	Hrs/Mins	10ths Conversion
Sun									
Mon									
Tues									
Wed									
Thurs									
Fri									
Sat									
						Week 1:			

Day	Date	In	Out	In	Out	In	Out	Hrs/Mins	10ths Conversion
Sun									
Mon									
Tues									
Wed									
Thurs									
Fri									
Sat									
						Week 2:			

Total time worked during the pay period:

Each employee will indicate time In and Out and compute the hours and minutes worked each day. The number of hours and minutes will be recorded in the Hrs/Mins column, and then converted to hour and 10ths of an hour in the "10ths Conversion" column using the conversion chart to the right.

Failure to convert Hrs/Mins into 10ths for **each day worked** as well as for **"Week 1"**, **"Week 2"**, and **"Total time worked during the pay period"** will result in the timesheet being returned to the supervisor and delay of processing pay for the employee.

MINUTES TO TENTHS OF HOUR CONVERSION CHART

1 - 2 MIN = .0	21 - 26 MIN = .4	45 - 50 = .8
3 - 8 MIN = .1	27 - 32 MIN = .5	51 - 56 = .9
9 - 14 MIN = .2	33 - 38 MIN = .6	57 -60 MIN = 1 hour
15 - 20 MIN = .3	39 - 44 MIN = .7	

SAMPLE

Day	Date	In	Out	In	Out	In	Out	Hrs/Mins	10ths Conversion
Mon	10/01/06	8:30	9:20	11:00	12:15	3:00	4:15	3:20	3.3

By signing below, I confirm that the information contained on this time sheet is accurate.

Employee Signature:_____
                                                                                            Date

Supervisor Signature: _____
                                                                                            Date