

SCHOOL OF INTEGRATIVE BIOLOGY

DAILY TIME REPORT

Employee Name (Last, First)

 Begin

 End

For Two-week Period
 (see reverse)

Conversion chart for minutes to tenths of hours.

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

WEEK 1

SUN	MON	TUE	WED	THUR	FRI	SAT	Total	
								In
								Out
								Total Hours

WEEK 2

SUN	MON	TUE	WED	THUR	FRI	SAT	Total	
								In
								Out
								Total Hours
								2-Week Total

This time report must be signed by both the employee and the person authorized by the employer to sign time reports.

Adjustment type:
Date:
Reason:

 Employee Signature

 Departmental Approval

This report must be kept for a period of three years.

University of Illinois Payroll Schedule
2006 Payroll Schedule
Academic, Graduate, and Student Hourly Employees

Pay		Pay	BEGIN AND			Timesheet	Pay
Year	Month	Number	ENDING DATES			Fridays	Date
2006	January	1	12/18/2005	thru	12/31/2005	12/30/2005	01/11/2006
2006	January	2	01/01/2006	thru	01/14/2006	01/13/2006	01/25/2006
2006	February	3	01/15/2006	thru	01/28/2006	01/27/2006	02/08/2006
2006	February	4	01/29/2006	thru	02/11/2006	02/10/2006	02/22/2006
2006	March	5	02/12/2006	thru	02/25/2006	02/24/2006	03/08/2006
2006	March	6	02/26/2006	thru	03/11/2006	03/10/2006	03/22/2006
2006	April	7	03/12/2006	thru	03/25/2006	03/24/2006	04/05/2006
2006	April	8	03/26/2006	thru	04/08/2006	04/07/2006	04/19/2006
2006	May	9	04/09/2006	thru	04/22/2006	04/21/2006	05/03/2006
2006	May	10	04/23/2006	thru	05/06/2006	05/05/2006	05/17/2006
2006	May	11	05/07/2006	thru	05/20/2006	05/19/2006	05/31/2006
2006	June	12	05/21/2006	thru	06/03/2006	06/02/2006	06/14/2006
2006	June	13	06/04/2006	thru	06/17/2006	06/16/2006	06/28/2006
2006	July	14	06/18/2006	thru	07/01/2006	06/30/2006	07/12/2006
2006	July	15	07/02/2006	thru	07/15/2006	07/14/2006	07/26/2006
2006	August	16	07/16/2006	thru	07/29/2006	07/28/2006	08/09/2006
2006	August	17	07/30/2006	thru	08/12/2006	08/11/2006	08/23/2006
2006	September	18	08/13/2006	thru	08/26/2006	08/25/2006	09/06/2006
2006	September	19	08/27/2006	thru	09/09/2006	09/08/2006	09/20/2006
2006	October	20	09/10/2006	thru	09/23/2006	09/22/2006	10/04/2006
2006	October	21	09/24/2006	thru	10/07/2006	10/06/2006	10/18/2006
2006	November	22	10/08/2006	thru	10/21/2006	10/20/2006	11/01/2006
2006	November	23	10/22/2006	thru	11/04/2006	11/03/2006	11/15/2006
2006	November	24	11/05/2006	thru	11/18/2006	11/17/2006	11/29/2006
2006	December	25	11/19/2006	thru	12/02/2006	12/01/2006	12/13/2006
2006	December	26	12/03/2006	thru	12/16/2006	12/15/2006	12/27/2006