

Cal-SOAP Timesheet: FILL OUT COMPLETELY AND PRINT CLEARLY IN INK (no pencil.)

EMPLOYEE INFORMATION

Last Name/First Name _____ / _____
 Employee's Email _____
 Work Site _____
 Cal-SOAP Supervisor Name: _____

What college do you attend? _____
 Pay Rate: _____

BIWEEKLY PAY PERIOD

From: Month ____ Day ____ Yr ____
 To: Month ____ Day ____ Yr ____
Example: 9/27/2015-10/10/2015

Total # of Hours This Period _____

Correct Examples

MON: 10/12		
IN	OUT	HRS
7:30	12:30	5.0
1:00	2:30	1.5

TUES: 10/13		
IN	OUT	HRS
8:00	12:15	4.25

Incorrect Examples

MON: 10/12		
IN	OUT	HRS
7:30	2:30	7.0
Over 6 straight hours		

TUES: 10/13		
IN	OUT	HRS
8:00	12:11	4.18
WRONG!		

- Round off and report in/out times by quarter-hours only (:00 or :15 or :30 or :45)
- Report hours in decimal form (15 min. = .25) (30 min. = .50) (45min.= .75)
- Get the Site Contact's printed name and signature from the school site
- Sign your timesheet at bottom left and turn it in on time
- Fill out in pen, NOT pencil
- The longest shift you can work without a break is 6.0 hours. If working longer than 6 hours, you must factor in a lunch break of at least 0.5 hours.
- Fill in the dates for all 14 days in the biweekly (*Example: SUN: Oct. 11 OR 10/11*)

SUN:			MON:			TUES:			WED:			THURS:			FRI:			SAT:			Weekly Total			
IN	OUT	HRS	IN	OUT	HRS	IN	OUT	HRS	IN	OUT	HRS	IN	OUT	HRS	IN	OUT	HRS	IN	OUT	HRS				
:	:	.	:	:	.	:	:	.	:	:	.	:	:	.	:	:	.	:	:	.	:	:	.	.
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SUN:			MON:			TUES:			WED:			THURS:			FRI:			SAT:			Weekly Total			
IN	OUT	HRS	IN	OUT	HRS	IN	OUT	HRS	IN	OUT	HRS	IN	OUT	HRS	IN	OUT	HRS	IN	OUT	HRS				
:	:	.	:	:	.	:	:	.	:	:	.	:	:	.	:	:	.	:	:	.	:	:	.	.
:	:	.	:	:	.	:	:	.	:	:	.	:	:	.	:	:	.	:	:	.	:	:	.	.

I certify that I have worked all of the hours indicated on this timesheet.

I certify that I have reviewed this timesheet and the work hours reported were performed in a satisfactory manner.

Employee's Signature

Verified at school site by: Print Name **Signature**

Supervisor Name (e.g. Linda Doughty) **Signature**