

EMPLOYEE INFORMATION

Last Name/First Name Smith / John
 Employee's Email 619-123-4567
 Work Site Morse High School
 Cal-SOAP Supervisor Name: Evelyn Kheo

What college do you attend? SDSU
 Pay Rate: \$12

BIWEEKLY PAY PERIOD

From: Month 11 Day 1 Yr 15
 To: Month 11 Day 14 Yr 15
 Example: 9/27/2015-10/10/2015

Total # of Hours This Period 26.25

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: 11/1			MON: 11/2			TUES: 11/3			WED: 11/4			THURS: 11/5			FRI: 11/6			SAT: 11/7			Weekly Total			
IN	OUT	HRS	IN	OUT	HRS	IN	OUT	HRS	IN	OUT	HRS	IN	OUT	HRS	IN	OUT	HRS	IN	OUT	HRS				
:	:	.	8:30	2:30	6.0	:	:	.	7:30	12:30	5.0	:	:	.	:	:	.	:	:	.	:	:	.	13.0
:	:	.	:	:	.	:	:	.	1:00	3:00	2.0	:	:	.	:	:	.	:	:	.	:	:	.	

SUN: 11/8			MON: 11/9			TUES: 11/10			WED: 11/11			THURS: 11/12			FRI: 11/13			SAT: 11/14			Weekly Total			
IN	OUT	HRS	IN	OUT	HRS	IN	OUT	HRS	IN	OUT	HRS	IN	OUT	HRS	IN	OUT	HRS	IN	OUT	HRS				
:	:	.	:	:	.	8:15	1:30	5.25	:	:	.	7:00	12:45	5.75	:	:	.	:	:	.	:	:	.	13.25
:	:	.	:	:	.	:	:	.	:	:	.	1:15	3:30	2.25	:	:	.	:	:	.	:	:	.	

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