

GRADUATE STUDENT TIMESHEET: WHITE * SAMPLE *

Employee Name: (please, print) JOHN SMITH

Social Security Number: 0 0 0 -11 - 222

				TOTAL		
	DATE	FROM	TO	PRIME	REG	POS.
SUN / am	6/24	8:00	9:00	1		PA
pm	6/24	1:00	2:30		1.5	PA
MON / am						
pm						
TUES / am	6/26	7:00	8:15	1.3		PA
pm						
WED / am						
pm	6/27	10:00	11:30		1.5	PA
THU / am						
pm						
FRI / am						
pm						
SAT / am						
pm						
1st Week's TOTAL				2.3	3.0	

				TOTAL,		
	DATE	FROM	TO	PRIME	REG	POS.
SUN / am						
pm						
MON / am						
pm						
TUES / am						
pm						
WED / am						
pm						
THU / am						
pm						
FRI / am						
pm						
SAT / am						
pm	7/7	11:00	12:30	1.5		PA
2nd Week's TOTAL				1.5		

Conversion Chart
for Minutes to Tenths of an Hour:

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

Position Codes:

- FL = floaters
- PA = personal assistant
- NC = night clerk
- FE = feeders
- DM = door monitor

Prime Hours:

- PA's 6am-8:30am Mon-Fri
- 11pm-1am Fri & Sat
- NC's 12am-8am Fri & Sat
- FL's 6pm-12am Fri & Sat

Add 1st & 2nd Week's Total
to calculate
Pay Period Total Hours
and
enter
TOTAL HOURS here:

3.8	3.0
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PETER PAUL

7/8/98

If PERSONAL AIDE, Name of Student Resident

Date

Peter Paul

7/8/98

Resident's Signature OR Residential Director (or agent)

Date

NOTE: The aide and the student resident MUST sign and date this form on or after the last date of service thus certifying that the above information is correct and true.

John Smith
Employee/Aide Signature

7/8/98
Date

Kathleen Madayag
Resident Director (or agent)

7/9/98
Date