

# Donald Bren School of Environmental Science & Management

## Hourly Time Sheet

Name \_\_\_\_\_ Principal Investigator \_\_\_\_\_ Grant name and number \_\_\_\_\_

Record your **beginning** and **ending** time of work for each day to the **nearest quarter hour**. The standard workweek is from midnight Sunday to midnight the following Sunday. Work hours cannot exceed 40 hours per standard workweek. If you are working more than 5.5 hours in a row, you **must** show a half-hour lunch off the clock. Do not note any scheduled shifts you missed due to sickness or vacation. We will compensate you for them if you have previously accrued such hours.

Complete the time sheet by adding up the total number of hours worked; enter this amount **in pen** under "Subtotal Hours" below. Sign your timecard and have your Supervisor and PI sign below. Submit time sheet to the Personnel Assistant at the Donald Bren School of Environmental Science & Management by 5:00 p.m. on the 15<sup>th</sup> of each month. Compensation for hours not submitted by 5:00 p.m. on the 15<sup>th</sup> of each month may be delayed up to 1 month.

Prior Month \_\_\_\_\_ Month of \_\_\_\_\_ 20 \_\_\_\_\_

	IN	OUT	HRS	IN	OUT	HRS	IN	OUT	HRS
16			27			7			
17			28			8			
18			29			9			
19			30			10			
20			31			11			
21			1			12			
22			2			13			
23			3			14			
24			4			15			
25			5						<b>Subtotal Hours:</b>
26			6						

BREN USE ONLY	
Sick Leave:	+
Vacation Used:	+
Holiday Earned:	+
<b>Total Hours:</b>	
Pay Rate:	x
<b>Total Earned:</b>	
Workstudy percentage:	
Workstudy to hit grant:	

\_\_\_\_\_  
Employee Signature

The employee has worked the hours indicated above, and the work has been performed in a satisfactory manner.

\_\_\_\_\_  
Signature of Supervisor

\_\_\_\_\_  
Signature of Principal Investigator