

Instructions for use of the Extra Help Biweekly Timesheet

Record the following information:

Daily

Date

Hour – From

Hour – To

Total hours per day

Biweekly

Name of employee

Department

Employee's signature

Supervisor's signature

CFOAPAL

For Non-clerical Extra Help employees, give the original timesheet to your Supervisor and keep a copy for your records.

For Clerical Extra Help, the original copy must be turned in to the Extra Help Services office by 1:00 PM on the Friday following each pay day, at 52 E, Gregory Drive, Room 121. Keep a copy for your records. If you have questions regarding your Clerical Extra Help time slip, contact the Extra Help Services Office at 333-4752.

Conversion chart for minutes to tenths of hours:

1 – 2 minutes = .0
3 – 8 minutes = .1
9 – 14 minutes = .2
15 – 20 minutes = .3
21 – 26 minutes = .4
27 – 32 minutes = .5
33 – 38 minutes = .6
39 – 44 minutes = .7
45 – 50 minutes = .8
51 – 56 minutes = .9
57 – 60 minutes = 1.0 hour