

INSTRUCTIONS FOR COMPLETING THIS FORM

▶ **COMPLETE USING ALL CAPITAL LETTERS**

▶ The standard working day for employees and contractors is an 8.5 hour day with two paid rest breaks and an unpaid meal break of one hour.

▶ Hours reported are paid in the nearest tenth of an hour as follows:

1-6 minutes = .1	7-12 minutes = .2	13-18 minutes = .3	19-24 minutes = .4
25-30 minutes = .5	31-36 minutes = .6	37-42 minutes = .7	43-48 minutes = .8
49-54 minutes = .9			

EMPLOYEE DETAILS

First Name	<input type="text"/>	Last Name	<input type="text"/>
Department	<input type="text"/>	Location	<input type="text"/>
Employee Number	<input type="text"/>	Date	<input type="text" value="___/___/___"/>

Date of Time to be Added, Corrected or Deleted	Type of Change A = Add C = Correct D = Delete	Time Started	Time Stopped	Reason for Adjustment
<input type="text" value="___/___/___"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text" value="___/___/___"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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<input type="text" value="___/___/___"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text" value="___/___/___"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

APPROVALS

Total Hours Worked	<input type="text"/>	Total Regular Hours	<input type="text"/>	Total Overtime Hours	<input type="text"/>
1 Employee Signature	<i>The above is an accurate statement of the hours worked</i>		Date	<input type="text" value="___/___/___"/>	
2 Supervisor Signature	<i>I have reviewed and approved this time sheet</i>		Date	<input type="text" value="___/___/___"/>	