

Biweekly Time Report

 Non-Exempt Staff

 Non-Exempt Faculty

 Student

 Work-Study


Name: _____ Employee number: _____ Account number: _____

Department: _____ Period covered: _____ to _____

Day of week	Date	In for day	Out	In	Out	In	Out for day	Hours worked* at regular hourly rate	Hours worked* at 1½ regular rate	Hours worked* at double regular rate	Meal sanction hours	
Thursday												
Friday												
Saturday												
Sunday												
Monday												
Tuesday												
Wednesday												
Thursday												
Friday												
Saturday												
Sunday												
Monday												
Tuesday												
Wednesday												
I certify that the hours recorded are an accurate record of hours worked and that I took the meal and rest periods I am entitled to by law.		I certify that this time report is an accurate statement of hours worked.		Total hours								
				For dept. use only	Hourly rate							
					Totals							
Employee or student signature		Supervisor signature						Grand total				
Date		Date						*Hours worked excludes unpaid meal breaks and includes paid rest breaks.				

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

- 1–6 minutes = 0.1
- 7–12 minutes = 0.2
- 13–18 minutes = 0.3
- 19–24 minutes = 0.4
- 25–30 minutes = 0.5
- 31–36 minutes = 0.6
- 37–42 minutes = 0.7
- 43–48 minutes = 0.8
- 49–54 minutes = 0.9

Refer to the university policies website for policies concerning overtime compensation and required rest and meal breaks.

policies.usc.edu