

Biweekly Time Report

Non-Exempt Staff Employee
 Student Work-Study

Name : _____

Payroll Number: _____



Account No. : _____ Department: _____ Period Covered: _____ to _____

Day of Week	Date	In for Day	Out	In	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
Thursday												
Friday												
Saturday												
Sunday												
Monday												
Tuesday												
Wednesday												
Thursday												
Friday												
Saturday												
Sunday												
Monday												
Tuesday												
Wednesday												

Hours are reported and 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

Refer to the University Policies Web page for policies concerning overtime compensation and required rest and meal breaks.

policies.usc.edu

	Total Hours			
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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.

Employee or Student Signature/ Date

I certify that this time report is an accurate statement of hours worked.

Supervisor Signature/Date

For Dept. Use Only	Hourly Rate				
	Totals				Grand Total

*Hours worked excludes unpaid meal breaks and includes paid rest breaks.