

# Non-Exempt Staff Employee Monthly Time Record


Employee Name

Payroll Number

Period Covered

Department

| Day of Week | Date | Start Time | Meal Period |     | End Time | Total Hours Worked*<br><small>(including paid rest breaks and excluding unpaid meal breaks)</small> | Remarks |
|-------------|------|------------|-------------|-----|----------|---|---------|
|             |      |            | Start       | End |          |   |         |
| Thursday    |      |            |             |     |          |   |         |
| Friday      |      |            |             |     |          |   |         |
| Saturday    |      |            |             |     |          |   |         |
| Sunday      |      |            |             |     |          |   |         |
| Monday      |      |            |             |     |          |   |         |
| Tuesday     |      |            |             |     |          |   |         |
| Wednesday   |      |            |             |     |          |   |         |
| Thursday    |      |            |             |     |          |   |         |
| Friday      |      |            |             |     |          |   |         |
| Saturday    |      |            |             |     |          |   |         |
| Sunday      |      |            |             |     |          |   |         |
| Monday      |      |            |             |     |          |   |         |
| Tuesday     |      |            |             |     |          |   |         |
| Wednesday   |      |            |             |     |          |   |         |
| Thursday    |      |            |             |     |          |   |         |
| Friday      |      |            |             |     |          |   |         |
| Saturday    |      |            |             |     |          |   |         |
| Sunday      |      |            |             |     |          |   |         |
| Monday      |      |            |             |     |          |   |         |
| Tuesday     |      |            |             |     |          |   |         |
| Wednesday   |      |            |             |     |          |   |         |
| Thursday    |      |            |             |     |          |   |         |
| Friday      |      |            |             |     |          |   |         |
| Saturday    |      |            |             |     |          |   |         |
| Sunday      |      |            |             |     |          |   |         |
| Monday      |      |            |             |     |          |   |         |
| Tuesday     |      |            |             |     |          |   |         |
| Wednesday   |      |            |             |     |          |   |         |
| Thursday    |      |            |             |     |          |   |         |
| Friday      |      |            |             |     |          |   |         |
| Saturday    |      |            |             |     |          |   |         |
| Sunday      |      |            |             |     |          |   |         |
| Monday      |      |            |             |     |          |   |         |
| Tuesday     |      |            |             |     |          |   |         |
| Wednesday   |      |            |             |     |          |   |         |
| Thursday    |      |            |             |     |          |   |         |
| Friday      |      |            |             |     |          |   |         |
| Saturday    |      |            |             |     |          |   |         |
| Sunday      |      |            |             |     |          |   |         |
| Monday      |      |            |             |     |          |   |         |
| Tuesday     |      |            |             |     |          |   |         |
| Wednesday   |      |            |             |     |          |   |         |

 **If you have worked in excess of your regularly scheduled hours, please notify your supervisor immediately and complete the Biweekly Time Report. Overtime must be paid on a biweekly basis.**

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 Signature/Date

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

\_\_\_\_\_  
Supervisor Signature/Date

\*The standard working day for non-exempt staff employees is either a 7.5- or 8-hour day with two paid rest breaks and an unpaid meal break of one hour.

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**

