

SOAR Timesheets How-to

Time sheets are to be filled out every two weeks and handed into Susan Reeves in the Office of Science Teaching Activities located in the King Life Science building, room 1062.

Remember...

- Timesheets should be legible
- Each timesheet should have your original signature and the original signature of your faculty advisor.
- Any problems with timesheets will result in delayed payment.

Filling in the timesheets should follow the following steps.

1. Start on page 2
2. Fill in all of the dates for the week
3. Record your exact time in and time out for each day you worked.

Dates go here

Time in and out

1		FRI	SAT	SUN	MON
2	Date				
3	In				
4	Out				
5	In				
6	Out				
7	In				
8	Out				

1		FRI
2	Date	
3	In	
4	Out	
5	In	
6	Out	
7	In	
8	Out	
9	In	
10	Out	
11	In	
12	Out	
13	In	
14	Out	
15	Total	

Day's Total

4. At the bottom of each column is a box for you to total your hours for that day. Using the table at the bottom of page 2 convert your time worked into rounded totals. Write the rounded total you worked for the day.

All hours and minutes must be added and rounded to quarters of an hour at the end of each workday as follows:

Minutes	Converted to Quarters of an Hour
0 to 7	0
8 to 22	0.25
23 to 37	0.50
38 to 52	0.75
53 to 60	1.00

5. Record your converted times in the boxes on page 1.

Converted day's total

Date	FRI	SAT	SUN	MON	TUE	WED	THU	WEEKLY TOTAL
Regular hours								

6. Total up your hours for each week
7. Total up your hours for the two weeks.
8. Sign the bottom of both pages
9. Have your advisor sign the bottom of both pages

