

Instructions for Reed College Student/Part-Time Staff Timesheet

NAME Last name first, first name **Reed ID** (very important)
(NO NICKNAMES) (used to verify name in case of illegible handwriting)

Pay Period of thru list the month for days worked on the 16th/end of month
list the month for days worked on the 1st thru the 15th

day list the day of the week for that appropriate month/date

time in/time out time should be noted in regular clock hours, and total should be listed in quarter
hours worked list as or
15 minutes 1/4 0.25
30 minutes 1/2 0.50
45 minutes 3/4 0.75
60 minutes 1 1.00

list the actual time in & out (8:30 in 10:45 out) if you work again that same day
use the next part of that line for those hours (12:45 in 1:30 out) then total your
hours for that day (with these examples, 3 hours total for day)

you do not need to clock in/out for your breaks (10 minute break for every segment
of four hours (or major part of four hours) worked in one work period) talk to your
supervisor if you have questions regarding breaks

at least 1/2 hour for lunch is required if you work more than 6 hours, please remember
to clock in/out for your lunch time (it is NOT paid by Reed).

total hours worked total yours hours in the appropriate column for that time period

combined total hours worked add both work period total hours worked together for one grand total
(please double check your addition)

* **rate of pay** rate of pay is determined by your supervisor ... the rate of pay must be listed

equals gross pay if you want to do the math, go ahead and calculate your gross pay (but as another
reminder ... double check your math)

* **employee signature** this is where you sign your timesheet, verifying you worked the hours listed

job title your actual working title as determined by your supervisor

department name list the department/program you are working for

* **orgn - account** your supervisor will know this information & they MUST list at least the ORGN

* **department signature** your supervisor signs here, certifying that you have worked the hours listed
and that the work has been done in a satisfactory manner

final note, turn your timesheets in each month as required ... do not save them and turn them in large
groups as you see fit ... in accordance with state & federal law, we are obligated as your employer to
pay you on a timely basis ... but we need your assistance in doing so.

* required information, incomplete timesheets will be returned to the employee