

Biweekly Time Report

☐ Staff

☐ Faculty

☐ Student

☐ Work Study Student

Name: _____ Position #: _____ Period covered: ____/____/____ - ____/____/____ BW#: _____

Department: _____ Employee/USC ID: _____ Account Number: _____

Day of Week	Date	In for Day	Out for Meal Break	In from Meal Break	Out for Meal Break #2 (shift >10 hrs)	In for Meal Break #2 (shift >10 hrs)	Out for Day	Hours worked at regular hourly rate	Overtime hours (1.5x hourly rate)	Double Time hours	
Thursday (1 st day of pay period)											
Friday											
Saturday											
Sunday											
Monday											
Tuesday											
Wednesday											
Thursday											
Friday											
Saturday											
Sunday											
Monday											
Tuesday											
Wednesday (Last day of pay period)											
I certify that time report is an accurate statement of hours worked. _____ Supervisor Signature _____ Date		I certify that the hours recorded are an accurate record of hours worked and that I took the meal/rest periods I am entitled to by law _____ Employee Signature _____ Date					TOTAL HOURS				
							HOURLY RATE	\$	\$	\$	
							TOTAL (HOURS X RATE)	\$	\$	\$	
											\$

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

01-06 mins = 0.1
 07-12 mins = 0.2
 13-18 mins = 0.3
 19-24 mins = 0.4
 25-30 mins = 0.5
 31-36 mins = 0.6
 37-42 mins = 0.7
 43-48 mins = 0.8
 49-54 mins = 0.9

Please refer to the university policies website for policies concerning overtime compensation and required rest and meal breaks

policies.usc.edu

Please use original handwritten signature and dates

Grand Total

Reason for Timesheet

- ☐ Recently completed I-9, not in Workday yet ☐ Forgot to enter/submit time
- ☐ Position not active on Workday this semester, but was last semester
- ☐ Other: _____

Once completed and signed by employee's supervisor, please scan and email timesheet to PAYROLL@DORNSIFE.USC.EDU
Subject Line: Timesheet – Last Name, First Name