

**UNIVERSITY OF MARY WASHINGTON
WAGE WEEKLY TIME SHEET**

Last Name/
First Name: Cheryl Dunn

Pay Period
Beginning: 5/5/2014 Ending: 5/18/2014

CIPPS
Employee ID # 123456789

Department: Finance

									Budget	SMP
BALANCE FORWARD									650.00	1488.00
Day	Date	Time In	Time Out	Time In	Time Out	Time In	Time Out	Total Hours		
Monday	5/5/14	9:00 AM	1:00 PM	1:30 PM	4:00 PM			6.50		
Tuesday	5/6/14							0.00		
Wednesday	5/7/14	9:00 AM	12:30 PM	1:00 PM	3:30 PM			6.00		
Thursday	5/8/14	8:30 AM	1:00 PM	1:15 PM	4:45 PM			8.00		
Friday	5/9/14							0.00		
Saturday	5/10/14							0.00		
Sunday	5/11/14							0.00		
Weekly Total									20.50	20.50
Day	Date	Time In	Time Out	Time In	Time Out	Time In	Time Out	Total Hours		
Monday	5/12/14							0.00		
Tuesday	5/13/14	12:00 PM	4:00 PM					4.00		
Wednesday	5/14/14							0.00		
Thursday	5/15/14	8:00 AM	12:15 PM	12:30 PM	3:45 PM			7.50		
Friday	5/16/14	9:00 AM	2:00 PM					5.00		
Saturday	5/17/14							0.00		
Sunday	5/18/14							0.00		
Weekly Total									16.50	16.50
BUDGET HOURS REMAINING/STANDARD MEASUREMENT PERIOD HOURS REMAINING									613.00	1451.00

By signing below, we certify that the information on this form is accurate and complete.

_____	<u>37.00</u>	TOTAL HOURS WORKED
Employee Signature/Date	\$ <u>12.50</u>	RATE
_____	\$ <u>462.50</u>	PAY
Supervisor's or Designee's Signature/Date		

Helpful Hints:

Hours should be keyed in military time form as shown below.

A colon must be keyed between the hour and minutes when entering the time.

Minutes should be rounded to the nearest quarter hour and entered as either 00, 15, 30, 45.

Minutes are converted into hundredths for Total Hours Worked column. Payroll pays minutes in hundredths.