

UNIVERSITY OF GEORGIA
LIBRARIES' STUDENT ASSISTANT (not FWS)
STATEMENT OF HOURS WORKED
Keep this form for your records.

NAME _____ PAY PERIOD ENDING _____, 20__

SOC. SEC. NO. _____ TELEPHONE NO. _____

WEEK 1 HOURS WORKED

Day	Date	Time In	Time Out	Time In	Time Out	Time In	Time Out	Total**
THU								
FRI								
SAT								
SUN								
MON								
TUE								
WED								

WEEK 1 TOTAL: _____

WEEK 2 HOURS WORKED

Day	Date	Time In	Time Out	Time In	Time Out	Time In	Time Out	Total**
THU								
FRI								
SAT								
SUN								
MON								
TUE								
WED								

Supervisor & student agree daily totals were worked in a satisfactory manner. **WEEK 2 TOTAL:** _____

 Student Signature Date

PAYROLL PERIOD TOTAL: _____

 Supervisor Signature Date

** Using the sign-in and sign-out information, transfer the number of hours worked to the time sheet. Time is recorded to the nearest tenth of an hour according to the chart below (provided by the UGA Payroll Department):

0 - 2 Min = .0	15 - 20 Min = .3	33 - 38 Min = .6	51 - 56 Min = .9
3 - 8 Min = .1	21 - 26 Min = .4	39 - 44 Min = .7	57 - 60 Min = 1.0 Hr
9 - 14 Min = .2	27 - 32 Min = .5	45 - 50 Min = .8	
