University of Central Florida
Employee Time Sheet

PP Begin: 06/24/2022   PP End: 07/07/2022

Name: EmplID: Empl Rcd:

Instructions for Completion: Complete blocks for actual arrival (in) and departure (out) times vertically under the appropriate date column. Total the number of hours worked for the day to the nearest quarter hour (see chart below) in the Total Hrs block located under the appropriate date column. Add all hours worked during Week 1 by adding all the Total Hrs blocks in the Week 1 section. Place this total in the Total Hours Worked Week 1 block.

OPS Non-Exempt Employees, when you are done reporting time for the entire week 1, please submit this paper timesheet to your manager for time entry in Workday 7/1/2022.

USPS and A&P Non-Exempt Employees, starting 7/1/2022, when the Workday system is live and when you are done reporting time for the entire week 1, please manually report your "ins" and "outs" from the week of 6/24/2022 into the Workday system

Minutes Conversion Chart

Minutes	Decimal of Hour	Quarter Hours
00-07	0- .1249	.00
08-22	.1250- .3749	.25
23-37	.3750- .6249	.50
38-52	.6250- .8749	.75
53-60	.8750- .9999	1.00

Hours Worked

	Fri 06/24	Sat 06/25	Sun 06/26	Mon 06/27	Tue 06/28	Wed 06/29	Thu 06/30							
In														
Out														
In														
Out														
In														
Out														
In														
Out														
Total Hrs														

Total Hours Worked Week 1: _____   Total Hours Worked Week 2: _____

Timesheet should only be used by Nonexempt employees to record hours worked for 06/24 - 06/30/22. Beginning 07/01/22, all time worked should be reported in Workday.

Once time worked is reported in Workday and submitted, it will route to your supervisor/manager for approval.

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