Saint Louis University
Department of Biology
Sign In - Sign Out Sheet

Banner number _____

Name: _____

Pay Period From: _____ To: _____

Week 1	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	**Week Total**
Time In								
Time Out								
Time In								
Time Out								
Hrs Worked								
Total Hours								

Week 2	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	**Week Total**
Time In								
Time Out								
Time In								
Time Out								
Hrs Worked								
Total Hours								

I certify to the accuracy of the hours worked as recorded above and entered on my time sheet in banner. I understand that intentional or willful falsification of time records is serious violation of University Policy that will result in disciplinary action, including the possibility of immediate discharge, and may also subject me to civil and criminal prosecutions.

_____
Employee signature Date

_____
Supervisor Signature Date

Minutes Conversion Chart
1 to 6 minutes = .00
7 to 21 minutes = .25
22 to 36 minutes = .50
37 to 52 minutes = .75
53 to 59 minutes = 1.00

~ NOTE: DELIVER SIGNED TIMESHEET TO RM 128 FOR FINAL REVIEW ~