

Please Post Scheduled Hours

Non-Exempt Staff

Scheduled Hours Per Day

Secondary P/T Position

Scheduled Hours Per Day

Position No.

Time Sheet Dept. (Org. No.):

Period Beginning:

Period Ending:

UNIVERSITY OF THE PACIFIC

SEMI-MONTHLY REPORT/AUTHORIZATION TO PAY

Identification Number.: _____

(Print) Last Name _____ First _____

Dept: _____

Date of Hire: _____

Date	Day	Time		Time		Regular Hours	O.T.S.	O.T.	Double Time	Unpaid (Dock)	Sick Med/Dent	Family Sick Hours	Vacation Hours	Paid Funeral	Jury Duty	Holiday Hours	Seasonal Hours	
		In	Out	In	Out													
1/16																		
2/17																		
3/18																		
4/19																		
5/20																		
6/21																		
7/22																		
8/23																		
9/24																		
10/25																		
11/26																		
12/27																		
13/28																		
14/29																		
15/30																		
31																		
TOTALS																		

Employee's Signature: _____ Date: _____ Phone (Ext): _____

I hereby certify that the hours shown above are accurate and complete. Further, I certify that I took all meal and rest breaks to which I am entitled in accordance with the law.

Approved by: _____ Date: _____ Phone (Ext): _____

Time sheets are due in the Payroll Department on the 15th and the end of each month.

Comments: _____

Rest Periods (Breaks)

Rest periods or "breaks" must be provided at the rate of 10 consecutive minutes for each four (or major portion thereof) hours worked, and should occur as near as possible to the middle of the work period. Rest breaks may not be combined with or added on to meal breaks, even at the employee's request. Nor may they be used to allow an employee to come in 10 minutes late or leave 10 minutes early. Rest periods are paid as time worked and may be controlled by the employer. An employer may require employees to remain on the premises during the 10-minute rest period.

Ten minute rest periods must be provided as follows for the work hours involved.

Hours of Work	Rest Periods
0 - 3.5	0
3.5 - 6.0	1
6.0 - 10.0	2
10.0 - 14.0	3
14.0 - 18.0	4