Instructions for use of the Extra Help Biweekly Timesheet

Record the following information:

**Daily**
- Date
- Hour – From
- Hour – To
- Total hours per day

**Biweekly**
- Name of employee
- Department
- Employee’s signature
- Supervisor’s signature
- CFOAPAL

For Non-clerical Extra Help employees, give the original timesheet to your Supervisor and keep a copy for your records.

For Clerical Extra Help, the original copy must be turned in to the Extra Help Services office by 1:00 PM on the Friday following each pay day, at 52 E, Gregory Drive, Room 121. Keep a copy for your records. If you have questions regarding your Clerical Extra Help time slip, contact the Extra Help Services Office at 333-4752.

Conversion chart for minutes to tenths of hours:

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