

# EXTRA HELP TIME SHEET INSTRUCTIONS

## *Pandemic Timesheet Instructions*

Hello Extra Help Employees,

During the pandemic period, we are accepting timesheets via email. Please copy and paste the below timesheet (or type information) into an email with the required information (listed below) and forward it to your supervisor for approval. Supervisors should type that they approve the timesheet in the body of the email and forward it to [ehtimesheet@mx.uillinois.edu](mailto:ehtimesheet@mx.uillinois.edu) by the timesheet deadline date.

The below highlighted example shows how to correctly fill out your timesheet. Please fill yours out based on the hours you work. You must write the date, starting time, ending time, hours worked, the length of your lunch hour (if applicable), and total number of hours worked for each day you work. It is not acceptable to use arrows to identify the same hours worked each day. Note: any hours worked over 7.5 will be considered overtime. FOAPAL Number **IS NOT REQUIRED** and will be filled in by our office. If you have any questions, feel free to call us at 217-333-4752. Your cooperation in this matter is greatly appreciated and will help to prevent a delay in your paycheck.

*Tori Exum*

Tori Exum, Senior HR Manager - Extra Help Services

DATE	FROM	TO	HOURS WORKED	NOTE	
1/4/2021	8:00	4:30	7.5	1 hr. lunch	Jane Doe
1/5/2021	8:00	4:30	7.5	1 hr. lunch	(EMPLOYEE NAME)
1/6/2021	8:00	4:30	7.5	1 hr. lunch	
1/7/2021	8:00	4:30	7.5	1 hr. lunch	Illinois Human Resources
1/8/2021	8:00	4:30	7.5	1 hr. lunch	(DEPARTMENT)
1/11/2021	8:00	4:30	7.5	1 hr. lunch	
1/12/2021	8:00	4:30	7.5	1 hr. lunch	
1/13/2021	8:00	4:30	7.5	1 hr. lunch	
1/14/2021	8:00	4:30	7.5	1 hr. lunch	
1/15/2021	8:00	4:30	7.5	1 hr. lunch	
	<b>TOTAL</b>	<b>HOURS</b>	<b>75</b>		

DATE	FROM	TO	HOURS WORKED	NOTE	
					(EMPLOYEE NAME)
					(DEPARTMENT)
	<b>TOTAL</b>	<b>HOURS</b>			

## Conversion chart for minutes to tenths of hour:

- 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

EXTRA HELP SERVICES PAYROLL CALENDAR FOR 2021  
 Illinois Human Resources, M/C 563  
 333-4752

<p style="text-align: center;">JANUARY 2021</p> <p style="text-align: center;">S M T W T F S</p> <p style="text-align: center;">1 2</p> <p style="text-align: center;">3 4 5 6 7 8 9</p> <p style="text-align: center;">10 11 12 13 14 15 16</p> <p style="text-align: center;">17 18 19 20 21 22 23</p> <p style="text-align: center;">24 25 26 27 28 29 30</p> <p style="text-align: center;">31</p>	<p style="text-align: center;">MAY 2021</p> <p style="text-align: center;">S M T W T F S</p> <p style="text-align: center;">1</p> <p style="text-align: center;">2 3 4 5 6 7 8</p> <p style="text-align: center;">9 10 11 12 13 14 15</p> <p style="text-align: center;">16 17 18 19 20 21 22</p> <p style="text-align: center;">23 24 25 26 27 28 29</p> <p style="text-align: center;">30 31</p>	<p style="text-align: center;">SEPTEMBER 2021</p> <p style="text-align: center;">S M T W T F S</p> <p style="text-align: center;">1 2 3 4</p> <p style="text-align: center;">5 6 7 8 9 10 11</p> <p style="text-align: center;">12 13 14 15 16 17 18</p> <p style="text-align: center;">19 20 21 22 23 24 25</p> <p style="text-align: center;">26 27 28 29 30</p>
<p style="text-align: center;">FEBRUARY 2021</p> <p style="text-align: center;">S M T W T F S</p> <p style="text-align: center;">1 2 3 4 5 6</p> <p style="text-align: center;">7 8 9 10 11 12 13</p> <p style="text-align: center;">14 15 16 17 18 19 20</p> <p style="text-align: center;">21 22 23 24 25 26 27</p> <p style="text-align: center;">28</p>	<p style="text-align: center;">JUNE 2021</p> <p style="text-align: center;">S M T W T F S</p> <p style="text-align: center;">1 2 3 4 5</p> <p style="text-align: center;">6 7 8 9 10 11 12</p> <p style="text-align: center;">13 14 15 16 17 18 19</p> <p style="text-align: center;">20 21 22 23 24 25 26</p> <p style="text-align: center;">27 28 29 30</p>	<p style="text-align: center;">OCTOBER 2021</p> <p style="text-align: center;">S M T W T F S</p> <p style="text-align: center;">1 2 3 4 5 6 7 8 9</p> <p style="text-align: center;">10 11 12 13 14 15 16</p> <p style="text-align: center;">17 18 19 20 21 22 23</p> <p style="text-align: center;">24 25 26 27 28 29 30</p> <p style="text-align: center;">31</p>
<p style="text-align: center;">MARCH 2021</p> <p style="text-align: center;">S M T W T F S</p> <p style="text-align: center;">1 2 3 4 5 6</p> <p style="text-align: center;">7 8 9 10 11 12 13</p> <p style="text-align: center;">14 15 16 17 18 19 20</p> <p style="text-align: center;">21 22 23 24 25 26 27</p> <p style="text-align: center;">28 29 30 31</p>	<p style="text-align: center;">JULY 2021</p> <p style="text-align: center;">S M T W T F S</p> <p style="text-align: center;">1 2 3 4 5 6 7 8 9 10</p> <p style="text-align: center;">11 12 13 14 15 16 17</p> <p style="text-align: center;">18 19 20 21 22 23 24</p> <p style="text-align: center;">25 26 27 28 29 30 31</p>	<p style="text-align: center;">NOVEMBER 2021</p> <p style="text-align: center;">S M T W T F S</p> <p style="text-align: center;">1 2 3 4 5 6</p> <p style="text-align: center;">7 8 9 10 11 12 13</p> <p style="text-align: center;">14 15 16 17 18 19 20</p> <p style="text-align: center;">21 22 23 24 25 26 27</p> <p style="text-align: center;">28 29 30</p>
<p style="text-align: center;">APRIL 2021</p> <p style="text-align: center;">S M T W T F S</p> <p style="text-align: center;">1 2 3</p> <p style="text-align: center;">4 5 6 7 8 9 10</p> <p style="text-align: center;">11 12 13 14 15 16 17</p> <p style="text-align: center;">18 19 20 21 22 23 24</p> <p style="text-align: center;">25 26 27 28 29 30</p>	<p style="text-align: center;">AUGUST 2021</p> <p style="text-align: center;">S M T W T F S</p> <p style="text-align: center;">1 2 3 4 5 6 7</p> <p style="text-align: center;">8 9 10 11 12 13 14</p> <p style="text-align: center;">15 16 17 18 19 20 21</p> <p style="text-align: center;">22 23 24 25 26 27 28</p> <p style="text-align: center;">29 30 31</p>	<p style="text-align: center;">DECEMBER 2021</p> <p style="text-align: center;">S M T W T F S</p> <p style="text-align: center;">1 2 3 4</p> <p style="text-align: center;">5 6 7 8 9 10 11</p> <p style="text-align: center;">12 13 14 15 16 17 18</p> <p style="text-align: center;">19 20 21 22 23 24 25</p> <p style="text-align: center;">26 27 28 29 30 31</p>

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 ● PAYDAYS   
 ■ HOLIDAYS