

**MSU Student Health Services  
Bi Weekly Payroll Record**

\_\_\_\_\_ Student                      \_\_\_\_\_ Labor

Employee Name \_\_\_\_\_ Number \_\_\_\_\_

Department \_\_\_\_\_

Pay Begin Date \_\_\_\_\_ Pay End Date \_\_\_\_\_

**\*\*All time must be recorded to the nearest tenth of an hour\*\***

Please refer to chart on back of this sheet

<b>Date:</b>								
<b>Week 1</b>	SUN.	MON.	TUES.	WED.	THURS.	FRI.	SAT.	Total Hours Worked
Time in/ time out								
Time of Lunch								
# of hrs worked								

<b>Date:</b>								
<b>Week 2</b>	SUN.	MON.	TUES.	WED.	THURS.	FRI.	SAT.	Total Hours Worked
Time in/ time out								
Time of Lunch								
# of hrs worked								

<b>Total Hours for 2 Week Period</b>	
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Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor Approval \_\_\_\_\_ Date \_\_\_\_\_

This is an accurate record of hours worked and paid time off for the employee listed above. This record will be retained in the Business Offices files for a period of three years as required by the Federal Fair Labor Standards Act.

## Time Sheet Minutes To Tenths Conversion

MINUTES	TENTHS
1	0
2	0
3	0.1
4	0.1
5	0.1
6	0.1
7	0.1
8	0.1
9	0.2
10	0.2
11	0.2
12	0.2
13	0.2
14	0.2
15	0.3
16	0.3
17	0.3
18	0.3
19	0.3
20	0.3
21	0.4
22	0.4
23	0.4
24	0.4
25	0.4
26	0.4
27	0.5
28	0.5
29	0.5
30	0.5

MINUTES	TENTHS
31	0.5
32	0.5
33	0.6
34	0.6
35	0.6
36	0.6
37	0.6
38	0.6
39	0.7
40	0.7
41	0.7
42	0.7
43	0.7
44	0.7
45	0.8
46	0.8
47	0.8
48	0.8
49	0.8
50	0.8
51	0.9
52	0.9
53	0.9
54	0.9
55	0.9
56	0.9
57	1
58	1
59	1
0	0