FLORIDA STATE UNIVERSITY

mpl Name:						Payroll #:		В	egin:		End:					
Empl Id:					Nor	n-Exemp	t Emplo	yee T	ime Sh	eet						
	Fri	Sat	Sun	Mon	Tue	Wed	Thu	7	Fri	Sat	Sun	Mon	Tue	Wed	Thu	
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								will either amend or submit a new certification of hours worked in the proceeding pay period. Falsific disciplinary action including dismissal. Supervisor Signature								
RECTIONS:	Agency Name CTIONS: is form serves to record only the time you actually work! Enter the clock time (hour and								Supervisor / Print Name							
nute) that you beg	e) that you begin and end the work day and lunch period.								Minutes Converted to Quarters of an Hour:							
end of each day. I leave taken to book I leave taken on this to	S non-exempt employees: transfer the total hours worked to the Pay and Leave Report at and of each day. Non-exempt salaried employees: the Pay and Leave Report must include eave taken to bring employees up to their contracted hours. It is not necessary to show taken on this time sheet. e official work week for Florida State University is from 12:01 AM Friday to 12:00 midnight								7 22 37 52		.00 .25 .50 .75 1.00					
following Thursd All hours and min	ay. Any tim	e worked af	ter 12:00 mi	dnight shall	be recorded	on Friday.		53 to	00		1.00					

workday as follows: