

Departmental IWSP(Student Assistant) Sign In/Out Worksheet

Name: _____ Department: _____

Employee ID: _____ Pay End Date _____

DAY	DATE	Time In	Time Out	Time In	Time Out	Time In	Time Out	Total Time
SAT	/ /							
		Total		Total		Total		
SUN	/ /							
		Total		Total		Total		
MON	/ /							
		Total		Total		Total		
TUE	/ /							
		Total		Total		Total		
WED	/ /							
		Total		Total		Total		
THU	/ /							
		Total		Total		Total		
FRI	/ /							
		Total		Total		Total		

DAY	DATE	Time In	Time Out	Time In	Time Out	Time In	Time Out	Total Time
SAT	/ /							
		Total		Total		Total		
SUN	/ /							
		Total		Total		Total		
MON	/ /							
		Total		Total		Total		
TUE	/ /							
		Total		Total		Total		
WED	/ /							
		Total		Total		Total		
THU	/ /							
		Total		Total		Total		
FRI	/ /							
		Total		Total		Total		

Decimal Equivalent For Minutes			
Minutes	Point	Minutes	Point
0 - 6	0.1	31 - 36	0.6
7 - 12	0.2	37 - 42	0.7
13 - 18	0.3	43 - 48	0.8
19 - 24	0.4	49 - 54	0.9
25 - 30	0.5	55 - 60	1.0