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# MISSISSIPPI UNIVERSITY FOR WOMEN STUDENT/TEMP TIME LOG

**STUDENT NAME:** James Student          **DEPT NAME:** XXXXXX    **ORG #:** XXXXXX

**MUW ID:** 950XXXXXX          **PAYROLL PERIOD FROM:** 8/28/2022    **TO** 9/10/2022

| | | | | | | | | ACTUAL HOURS WORKED | | Department Notes |
|---|---|---|---|---|---|---|---|---|---|---|
| | | | | WEEK 1 | | | | | | |
| DATE | DAY | IN | OUT | IN | OUT | IN | OUT | | | |
| 8/28/2022 | SUN | | | | | | | 0 | | |
| 8/29/2022 | MON | 8:00 AM | 10:00 AM | 12:03 PM | 2:00 PM | 4:00 PM | 4:59 PM | 5 | | |
| 8/30/2022 | TUE | | | | | | | 0 | | |
| 8/31/2022 | WED | 9:09 AM | 11:00 AM | | | | | 1.75 | | |
| 9/1/2022 | THU | | | | | | | 0 | | |
| 9/2/2022 | FRI | 3:45 PM | 5:00 PM | | | | | 1.25 | | |
| 9/3/2022 | SAT | | | | | | | 0 | | |
| **Week 1 Totals** | | | | | | | | 8 | | |

| | | | | | | | | ACTUAL HOURS WORKED | | Department Notes |
|---|---|---|---|---|---|---|---|---|---|---|
| | | | | WEEK 2 | | | | | | |
| DATE | DAY | IN | OUT | IN | OUT | IN | OUT | | | |
| 9/4/2022 | SUN | | | | | | | 0 | | |
| 9/5/2022 | MON | | | | | | | 0 | | |
| 9/6/2022 | TUE | | | | | | | 0 | | |
| 9/7/2022 | WED | 10:00 AM | 4:00 PM | | | | | 6 | | |
| 9/8/2022 | THU | 8:58 AM | 10:03 AM | 2:00 PM | 2:50 PM | | | 1.75 | | |
| 9/9/2022 | FRI | 9:00 AM | 11:32 AM | 3:30 PM | 5:00 PM | | | 4 | | |
| 9/10/2022 | SAT | | | | | | | 0 | | |
| **Week 2 Totals** | | | | | | | | 11.75 | | |
| | | **Week 1 and Week 2 Totals** | | | | | | 19.75 | | |

**STUDENT SIGNATURE:** *James Student*    **DATE:** 9/10/2022    **SUPERVISOR SIGNATURE:** *Sally Supervisor* **DATE:** 9/10/2022

Rev.08-17-23          Student workers cannot work more than 20 hours total in 1 week, in all jobs combined.

# Student/Temp Digital Time Log Instructions

Biweekly Payroll Dates: **http://www.muw.edu/hr/employees/compensation/payroll**

1. Please save a master copy and create a new record for each biweekly payroll. If you re-use the same time sheet, it's important not to delete any columns with formulas. Delete the entry not the total columns.
2. Enter your name, department name, department ORG # and your MUW ID (950 #).
3. Enter the correct payroll dates in "Payroll Period From" and the dates will pre-fill on the left.
   > Note: a new payroll period begins on a Sunday, not a Monday.
4. Do not pre-fill your work schedule!
5. This is a time entry time log that will calculate hours worked, automatically compute quarter-hour rounding (see chart below), and convert time to the correct decimal format.
   a. There are examples on the time log of the correct time entry format. Enter the exact time in and time out for each day worked. **You MUST use am and pm!**
   b. You have space for multiple in/out each day.
   c. If you see **#VALUE!** in a column, you have an incorrect format for a cell. For example, you CAN NOT enter text or symbols in any of the columns. Only enter the allowable format so the formulas will calculate correctly.
6. At the end of the pay period or after your last working day during the pay period, print your time log or email your time log to your supervisor. Each department may have a different preference.
7. Both you and your supervisor will sign and date it. You MUST physically sign your time log, electronic signature not allowed.
8. Time logs that are not submitted to your supervisor by their payroll deadline preference will not be paid until the following payroll.
9. Incomplete time logs will require you to come to the Human Resources Office to complete and will not be paid until the following payroll.

## Quarter Hour Conversion Chart:

| Minutes | Hour |
|---|---|
| 0 – 7 minutes | 0 hour |
| 8 – 22 minutes | .25 hour |
| 23 – 37 minutes | .5 hour |
| 38 – 52 minutes | .75 hour |
| 53 – 60 minutes | 1 hour |

**Time examples:** (a) In at 8:07am out at 9:53 am = 2 hrs worked (b) In at 8:08 am out at 9:52 am = 1.5 hrs worked. **Explanation:** Starting at 8:07 calculated as starting at 8:00 and starting at 8:08 is calculated as 8:15. Leaving at 9:53 is calculated as leaving at 10:00 and leaving at 9:52 is calculated as 9:45.

**\*Students must be enrolled in 6 or more hours to be a student worker.**
**Student workers cannot work more than 20 hours total in 1 week in all campus jobs combined.**