

UIS	TIME REPORT Student Employment
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Name	UIN:
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For Two Week Period Of:		Account No.	
Start Date			
End Date			

Week 1	Date	SUNDAY		MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY		SATURDAY		Totals
		In	Out	In	Out	In	Out	In	Out	In	Out	In	Out			
	Morning															
Afternoon																
Evening																
Totals																

Week 2	Date	SUNDAY		MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY		SATURDAY		Totals
		In	Out	In	Out	In	Out	In	Out	In	Out	In	Out			
	Morning															
Afternoon																
Evening																
Totals																

Grand Total	
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Student's Signature _____ Date _____

Supervisor's Signature _____ Date _____

Conversion Chart for minutes to Tenths of Hours			
1 - 2 minutes	.0	27 - 32 minutes	.5
3 - 8 minutes	.1	33 - 38 minutes	.6
9 - 14 minutes	.2	39 - 44 minutes	.7
15 - 20 minutes	.3	45 - 50 minutes	.8
21 - 26 minutes	.4	51 - 56 minutes	.9
57 - 60 minutes		1.0	