How to fill out a “paper” biweekly time report for GGURE

**Fields that you need to complete:**

**At the top of the page**
- Please check the box next to “Student” (unless you have been approved by Dr. Finkel to use your work study award in combination with the GGURE program funds, then check the “Work Study student”)
- Name: Please put your first and last name
- Position #: Can be found in a couple of places in Workday. If you have more than one position, you’ll have to choose a position every time you enter a block of time and the number will show up there (starts with a P then is a bunch of numbers). OR in Workday, click on Personal Information and then About Me and it will be in the Job Details section.
- Period Covered: Month, Day, Year (please see the ‘USC biweekly payroll schedule’ for pay period dates, you can do a web search to find the schedule for the current year.)
- BW#: This is the number of the biweekly period (It’ll be a number from 1 through 26 and can also be found on the ‘USC biweekly payroll schedule’.)
- Department: C-DEBI
- Employee/USC ID: Your Employee ID is a 7-digit number that can be found in workday once you log in if you click on Personal Information and then About me
- Account number: Leave blank

**In the table**
- Date: Please put all the appropriate dates for the pay period next to each day in the “Day of the week” column
- For the days that you worked
  - In for day: Put your start time for the day
  - Out for Meal Break: (if needed) Put the time you left work, but only if you returned to work that same day.
  - In from Meal Break: (if needed) Put time you returned to work after your break
  - Out for Meal Break #2: (if needed) Put the time you left work for a second time, but only if you returned to work that same day.
  - In for Meal Break #2: (if needed) Put time you returned to work after your second break
  - Out for day: Put the final time you left work for that day.
  - Hours worked at regular hourly rate: Please add up the number of hours and minutes you worked for each day/row and convert this number to a decimal BY USING THE CHART ON THE RIGHT SIDE OF THE TIMESHEET.
  - Total hours: please add up all your hours (that have already been converted to decimals) in the “Hours worked at regular hourly rate” column. Please double check your math
  - You should not have any hours logged for “Overtime hours” or “Double time hours”, so leave these blank.
- Hourly Rate: $16.67
- Total (Hours x Rate): Leave Blank
At the bottom

- PLEASE NOTE THE SUPERVISOR AND EMPLOYEE SIGNATURE BOXES HAVE BEEN SWITCHED COMPARED THE LAST VERSION OF THE TIMESHEET.
- Supervisor Signature line and date: For payroll purposes, Gwen Noda is your Supervisor and will sign and date
- Employee signature line: Please sign - actual signature, not typed on a computer
- Date: Please put the date that you sign
- Reason for Timesheet: If one of the three reasons listed applies to your situation, please check the appropriate box. If your reason is “Other”, then please check the last box and explain.

Notes:

- You must print the sheet and actually sign the timesheet. You can scan or take a clear photo and send it to Gwen gnoda@usc.edu. Gwen will submit it to Dornsife.

Completed example of what you should send to Gwen (gnoda@usc.edu):

Once completed and signed by employee’s supervisor, please scan and email timesheet to gnoda@usc.edu

Subject Line: Timesheet - Last Name, First Name