INSTRUCTIONS for use of the BIWEEKLY DAILY TIME CARD

Record the following information:

1. DATE
2. FROM
3. TO
4. HOURS
5. APPROVAL

6. KIND OF WORK OR PROJECT

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7. Name of employee
8. Account code number
9. Department
10. Employee's signature
11. Supervisor's signature

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Conversion chart for minutes to tenths of hours:

1-2 min. = .0
3-8 min. = .1
9-14 min. = .2
15-20 min. = .3
21-26 min. = .4
27-32 min. = .5
33-38 min. = .6
39-44 min. = .7
45-50 min. = .8
51-56 min. = .9
57-60 min. = 1.

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Extra Help/Student

12. Date
13. Rate
14. Total Hours

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DO NOT DESTROY these cards until released by Auditor

FOR DEPARTMENTAL RECORDS ONLY

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