

Physical Facilities Rules For Timecards

John Smith				02 / 02 / 2020			DO	
Name (Please Print)				Month	Day	Year	Department	
W.O #	TASK	HOURS	LOCATION	WORK PERFORMED				
201	6 1 0 0	5.9	N. Hill Side	Deck Ice Removal				
201	6 3 0 0	2	S. Parking	Timber Shivering				
YES	NO	TRUCK #	Total Hours	7.9		Supervisor OK _____ Daily Payroll and Job Card		
Time In		8:06	Time Out		12:00	Total		3.9
Time In		12:30	Time Out		4:30	Total		4

BYU PHYSICAL FACILITIES

Employee Signature

Total Your Hours Correctly

- ✓ Rounding Rules:
 - 3 minutes or more, round up to the next 6 minute decimal (see chart below)
 - Less than 3 minutes, round down
- ✓ Only use decimals to the tenth, not the hundredth (ex., Good = 4.3, Bad = 4.25).
- ✓ Complete an overtime card for any approved work beyond 40 hours in a week
- ✗ Do not use fractions
- ✗ Do not go over 40 hours per week without prior approval from your supervisor
- Record your "Time In" and "Time Out" upon arrival or departure from a job site (shown in green)
- Total each "Time In" and "Time Out" in hours and decimal format (shown in red)
- Total the vertical hours (shown in yellow) and enter the sum in the "Total Hours" box (shown in blue)
- Make sure your total vertical hours (shown in blue) equal the sum of the two horizontal totals (shown in red)

How To Enter Hours In Decimal Format

