

# UNIVERSITY OF HAWAII INDIVIDUAL DAILY TIME RECORD

Name \_\_\_\_\_  
Last, First Middle

Federal (F) & Trust (P-280-F) Funds Only

General Instructions

\*Workweek = 12:01 AM Sunday to 12:00 PM Saturday.  
 \*For Supervisors of CWSP (F1) student assistants: Federal regulations specify that Individual Daily Time Records must be kept for a period of 5 years following a completed audit.

Hours Worked for  
 Partial Week on  
 Last Time Record \_\_\_\_\_

Account  
 Code \_\_\_\_\_

Month \_\_\_\_\_

Year \_\_\_\_\_

Hourly Rate \_\_\_\_\_

Warr. Distr.Code \_\_\_\_\_

	CLOCK TIME (Indicate AM and PM hours)						REGULAR Hours & Minutes	NIGHT Hours & Minutes	OVERTIME Hours & Minutes	NT-OVERTIME Hours & Minutes
	Date	Start	Stop	Start	Stop	Start				
Sunday										
Monday										
Tuesday										
Wednesday										
Thursday										
Friday										
Saturday										

**SUB-TOTAL HOURS**

	CLOCK TIME (Indicate AM and PM hours)						REGULAR Hours & Minutes	NIGHT Hours & Minutes	OVERTIME Hours & Minutes	NT-OVERTIME Hours & Minutes
	Date	Start	Stop	Start	Stop	Start				
Sunday										
Monday										
Tuesday										
Wednesday										
Thursday										
Friday										
Saturday										

**SUB-TOTAL HOURS**

	CLOCK TIME (Indicate AM and PM hours)						REGULAR Hours & Minutes	NIGHT Hours & Minutes	OVERTIME Hours & Minutes	NT-OVERTIME Hours & Minutes
	Date	Start	Stop	Start	Stop	Start				
Sunday										
Monday										
Tuesday										
Wednesday										
Thursday										
Friday										
Saturday										

**SUB-TOTAL HOURS**

Signature - Employee \_\_\_\_\_  
*"I certify that this student has worked the number of hours stated, and has performed the work satisfactorily."*

Signature - Supervisor \_\_\_\_\_

**\*\*CONVERTED HOURS:** Convert partial hours to decimal fractions using the following table:

Minutes	Fractions	Minutes	Fractions
:05	.08	:35	.58
:10	.17	:40	.67
:15	.25	:45	.75
:20	.33	:50	.83
:25	.42	:55	.92
:30	.50		

**GRAND TOTAL HOURS**

**\*\*CONVERTED HOURS**
