

PES/4-2007

PAY PERIOD ENDING DATE

DEPARTMENT	PS NUMBER
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- | TENTH HOUR CHART | |
|------------------|-------|
| MINUTES | HOURS |
| 1 to 6 | .1 |
| 7 to 12 | .2 |
| 13 to 18 | .3 |
| 19 to 24 | .4 |
| 25 to 30 | .5 |
| 31 to 36 | .6 |
| 37 to 42 | .7 |
| 43 to 48 | .8 |
| 49 to 54 | .9 |
| 55 to 60 | 1 hr |

Hours Balance: = _____

APPROVED: _____
DEPARTMENT HEAD SIGNATURE DATE

DATE	DAY	IN	OUT	IN	OUT	IN	OUT	TOTAL HOURS
	WED							
	THURS							
	FRI							
	SAT							
	SUN							
	MON							
	TUES							
TOTAL WEEK #2								
HOURLY RATE \$				X	TWO WEEK TOTAL			

HOURLY RATE \$ _____ X TWO WEEK TOTAL _____ = \$ _____