

Maya Howard Timesheet

Maya Howard <21mayam.e@gmail.com>

Mon 3/13/2023 1:00 PM

To: HS Los Angeles & Orange County <hslaoc@theservicecompanies.com>

VALIDATE: 1) sender email suffix logical?; 2) language spelling/context appropriate? consider clicking if; immediately following a meeting/discussion. Research further if; 1) sent out of the blue, even from a trusted person; 2) suspicious file type or file name. **ACT:** create new message to sender, do not reply, and seek validation if suspicious: create new message to sender, do not reply, and seek validation. Trusted sender? add them to our trusted list, <https://tsc.fyi/TrustedSender>

I apologize for the late timesheet

USC Auxiliary Services

Name: Maya Howard
 Employee Number: EVK / Hospitality
 Unit / Department: EVK / Hospitality
 Period Covered: to
 Account #: CA101048

Non-Exempt or Union Employee
 Student
 College Work Study

BI-WEEKLY TIME REPORT (MANUAL TIMESHEET)

Date	Day	Shift Start	Out for Meal	In From Meal	Shift End	REASON	Regular Hours	Overtime Hours	Doubletime Hours	Unpaid Hours	Penalty Hours	Priming Total
3-2	Thursday	2:03pm	6:15pm	6:19pm	10:30pm							
3-3	Friday	2:02pm	6:15pm	6:14pm	10:36pm							
3-4	Saturday	2:00pm	6:17pm	6:18pm	10:37pm							
3-5	Sunday	2:00pm	6:24pm	6:35pm	10:37pm							
	Monday											
	Tuesday											
2-8	Wednesday	2:00pm	6:09pm	6:41pm	10:32pm							
2-9	Thursday	2:17pm			5:55pm							
2-10	Friday	2:09pm	6:14pm	6:20pm	10:35pm							
2-11	Saturday	2:00pm	6:17pm	6:45pm	10:36pm							
	Sunday											
	Monday											
	Tuesday											
	Wednesday											

***Hours worked excludes unpaid meal breaks and includes paid rest breaks.

Hours are reported and paid in the next tenth of an hour as follows:

1-4 minutes = .1
5-12 minutes = .2
13-18 minutes = .3
19-24 minutes = .4
25-30 minutes = .5
31-36 minutes = .6
37-42 minutes = .7
43-48 minutes = .8
49-54 minutes = .9

I certify that the hours recorded are an accurate record of hours worked and that I took the meal and rest periods as am entitled to by law.

Maya Howard
 Employee or Student Signature/Date

I certify that this time report is an accurate statement of hours worked.

S. M. W.
 Supervisor Signature/Date

Please Note:
 More than TWO unexcused missed punches / punch corrections in one payperiod may result in disciplinary action. Refer to the University Policies Web Page for policies concerning overtime compensation and required rest and meal breaks at polices.usc.edu. Auxiliary Services SOP's on Timeshifting and Meal/Rest Periods can be found at auxiliary.usc.edu.