

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

BI-WEEKLY TIME REPORT (MANUAL TIMESHEET)

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

☐ Non-Exempt or Union Employee
☐ Student
☐ College Work Study

Date	Day	Shift Start	Out for Meal Period	In from Meal Period	Shift End	REASON	Regular Hours Reg. Hourly Rate	Overtime Hours Ovt. Hourly Rate	Compensatory Time Comp. Hourly Rate	Unpaid Time Unpaid Hourly Rate	Notes
3-2	Thursday	2:02pm	6:16pm	6:19pm	10:30pm						MH MH
3-3	Friday	2:00pm	6:15pm	6:14pm	10:36pm						MH MH
2-4	Saturday	2:00pm	6:17pm	6:18pm	10:31pm						MH MH
2-5	Sunday	2:00pm	6:24pm	6:55pm	10:33pm						MH MH
	Monday										
	Tuesday										
2-8	Wednesday	2:00pm	6:09pm	6:41pm	10:32pm						MH MH
2-9	Thursday	2:17pm			5:55pm						MH MH
2-10	Friday	2:05pm	6:14pm	6:19pm	10:31pm						MH MH
2-11	Saturday	2:00pm	6:14pm	6:15pm	10:00pm						MH MH
	Sunday										
	Monday										
	Tuesday										
	Wednesday										

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

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

Employee or Student Signature/Date
Maya Howard

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

Supervisor Signature/Date
82nd

Total Hours	Hourly Rate	Totals

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: policies.usc.edu. Auxiliary Services SOPs on Timekeeping and Meal Rest Periods can be found at: auxiliary.usc.edu.

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

- 1-6 minutes = .1
- 7-13 minutes = .2
- 14-19 minutes = .3
- 20-25 minutes = .4
- 26-30 minutes = .5
- 31-36 minutes = .6
- 37-42 minutes = .7
- 43-48 minutes = .8
- 49-54 minutes = .9