

ID:

Name:

Department:



MBC Mailbox:

Pay period from: 02/25/09 – 03/24/09

Regular workweek:

Month	Day of Month																															Total	
Feb	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		
Mar																																	

(Student should list hours worked in appropriate column for day worked)

Student Signature: \_\_\_\_\_ Supervisor's Signature: \_\_\_\_\_ FAO Approval: \_\_\_\_\_

Date: \_\_\_\_\_ Date: \_\_\_\_\_ Date: \_\_\_\_\_

Comments:

**Turn Time Card in by 03/25/09 (Wednesday @ 12:00 Noon) for payment on 04/03/09**

Conversion Chart: Convert minutes into tenths of an hour:

1-6 min	7-12	13-18	19-24	25-30	31-36	37-42	43-48	49-54	55-60
.1 hr	.2	.3	.4	.5	.6	.7	.8	.9	1. hr

Example: 1 hour and 45 minutes = 1.8; not 1.45, not 1.75, nor 1 ¾