

Array Universal Time Sheet									
*Pay Period Start Date	*Pay Period End Date								
*Employee Name:					*Brand Name:				
*Employee ID:					*Customer Name:				
*Job Title:					*Client Location:				
*Day of the Week	*Date	*IN	*OUT	*IN	*OUT	*IN	*OUT	*Daily Total Hours (Time)	*Daily Total Hours (Decimal)
Monday									
Tuesday									
Wednesday									
Thursday									
Friday									
Saturday									
Sunday									
EXAMPLE Calculation	xx/xx/xxxx	09:12 AM	11:19 AM	12:01 PM	05:37 PM	07:15 PM	07:45 PM		
EXAMPLE Calculation	xx/xx/xxxx		<i>First part of day</i> 9 to 11 = 2 hours 19 - 12 = 7 minutes *(7/60) = .12 Subtotal = 2.12 hours		<i>Second part of day</i> 12 to 5 = 5 hours 37 - 1 = 36 minutes *(36/60) = .6 Subtotal = 5.6 hours		<i>Third part of day (if applicable)</i> 7 to 7 = 0 hours 45 - 15 = 30 minutes *(30/60) = .5 Subtotal = .5 hours	8 hours 13 minutes 60 - 43 = 17 30 - 17 = 13	8 hours 13 minutes / 60 = .22 Total = 8.22 hours
*To convert minutes to decimal hours, divide the minutes by 60. Example: 45 minutes ÷ 60 = 0.75 hours									
<i>Please note: In the event of a discrepancy, the time paid will be based on the actual punches and not the totals.</i>					*Regular Hours				
					*OT Hours				
					*Weekly Total Hours				
*Employee Signature:				Notes:					
*Supervisor Name:									
*Supervisor Signature:									