

# Boston College Off-Campus Agency Time Sheet

(Please use blue ink)

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Eagle I.D. Number: \_\_\_\_\_ Hourly Rate: \_\_\_\_\_

Job Class: 920 \_\_\_\_\_ Account No. \_\_\_\_\_ - 270  
(The 6-digit number assigned to each specific job according to Student Wage and Classifications Booklet.) (BC assigned 6-digit account number)

Pay Period Begins Sunday \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Pay Period Ends Saturday \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

	Sun.		Mon.		Tues.		Wed.		Thurs.		Fri.		Sat.		Total Hours
	From:	To:	From:	To:	From:	To:	From:	To:	From:	To:	From:	To:	From:	To:	
	Time of Day		Time of Day		Time of Day		Time of Day		Time of Day		Time of Day		Time of Day		
No. of Hours															

Time of Day: Record to and from time for hours worked each day. **Lunch hours are not paid.**

No. of Hours: Record numbers of hours and exact minutes worked.

- Two hours = 2.00
- Two hours 45 minutes = 2.45
- Two and one-half hours = 2.30
- Two hours 15 minutes = 2.15

**Earned Sick Time Used** (available only during our summer employment period)

1. In the above grid, do NOT record Earned Sick Time that was used.
2. Record below the date and time when accrued sick time was used this week, and note that it must be a minimum of 1 hour, and then in quarter-hours. (For example: One hour 15 minutes = 1.15)

Date; and time (From & To): \_\_\_\_\_ Amount of Sick Time used: \_\_\_\_\_

Date; and time (From & To): \_\_\_\_\_ Amount of Sick Time used: \_\_\_\_\_

Refer to Earned Sick Time information on the main page of our website ([bc.edu/studentemployment](http://bc.edu/studentemployment)) for additional information, including Questions and Answers, about this subject.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Authorized Off-Campus Agency Signature

\_\_\_\_\_  
Date