To ensure inclusion in service-learning hour reports periodically sent to faculty, timesheets should be submitted on an on-going basis. Suggested submissions are the 1st and 15th of each month.

FSU
Office of Civic Engagement & Service Learning
Timesheet

Name: _____

Course: _____

Service Site	Date	Time In	Time Out	Number of Hours	Responsibilities	Student Initials	Supervisor Initials
Example: Office of Civic Engagement& Service Learning	9/5/20__	9:00	11:45	2.75*	Detailed description of service activities performed during the hours	Each day	Each day
Total Hours Worked							

Timesheet MUST be signed by site supervisor BEFORE submission to the CESL office.

Supervisor Name:	Signature:	Agency:
CESL Office Use Only	Date entered in database:	By:

New timesheets can be printed from: http://www.uncfsu.edu/Documents/Civic-Engagement/Forms/Sl_timesheet(0).pdf or picked up at CESL.

*See back side for hour calculation instructions.

Service Hour Calculations

To calculate portions of an hour divide the number of minutes by 60.

For example 15 minutes = 15/60 = .25

See below for common calculations:

15 minutes = .25

30 minutes = .50

45 minutes = .75

50 minutes = .833

20 minutes = .333

40 minutes = .667

DO NOT DOCUMENT SERVICE HOURS ON THIS SIDE!