**Guidelines for hourly workers**

1. Record hours worked to the nearest tenth of an hour on your timesheet at the end of the workday.
2. Use the PDF version of the timesheet, which can be digitally signed. It is available [here](https://shiulab.github.io/files/2023_PLB_HOURS_WORKED.pdf) (<https://ShiuLab.github.io/files/2023_PLB_HOURS_WORKED.pdf>).
3. Record hours for time spent working in person. Small breaks are fine, but time should not be recorded for lunch/coffee/conversation breaks or remote work.
4. Hours assigned may differ between students. Consult Melissa or Shin-Han if you have questions.
5. You are welcome to participate in lab activities such as lab meeting, CATSUP/journal club, and seminars, but they are optional and do not count as time working.