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**General Release**

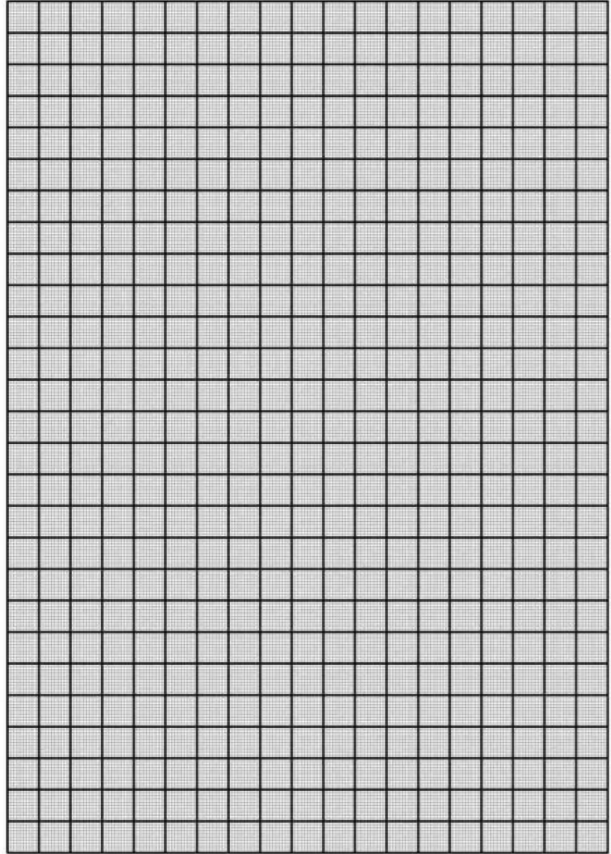
This General release ("Agreement") is entered into on this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, between the Massachusetts Bay Transportation Authority ("MBTA") and \_\_\_\_\_ ("Permit Holder"). In consideration of the MBTA granting Permit Holder and its agents and employees permission to enter the MBTA property located at \_\_\_\_\_ ("Premises") for the purpose(s) of \_\_\_\_\_, Permit Holder, for itself and its attorneys, consultants, agents, servants, partners and employees, and their respective heirs, next of kin, successors, assigns, executors, administrators, personal representatives, and/or any other person acting on their behalf, hereby agrees as follows:

**1. Use and Care of Premises.** Permit Holder is responsible for the proper use and care of the Premises and any MBTA property located at the Premises. Permit Holder will be liable for the repair or replacement costs of any MBTA property which is damaged, lost or destroyed as a result of Permit Holder's use of the Premises. Permit Holder agrees to clean up and restore the Premises immediately after use to the same condition provided to Permit Holder prior to its use of the Premises. Costs may be assessed for clean up by the MBTA if Permit Holder's clean up is not satisfactory.

**2. Security of Personal Property.** Permit Holder is solely responsible for the security of its personal belongings on the Premises. The MBTA shall not be liable for any injury to or loss of property, whether caused by the MBTA, Permit Holder, or otherwise.

**3. Assumption of Risk and Release of Liability.** Permit Holder accepts the Premises "as is." Permit Holder shall assume the risk and responsibility for all actions of Permit Holder and its invitees on the Premises. Permit Holder hereby releases and discharges the MBTA for liability for any personal injury, loss of life or damage to property resulting from or incurred in connection with Permit Holder's use of the Premises, and whether due in whole or in part to the actions or omissions, negligent or otherwise, of the MBTA or its officers, agents, employees, directors, servants, Permit Holders or invitees (collectively, "MBTA Affiliated Individuals"). The provisions of this Section 3 shall survive the termination of this Agreement.

**4. Indemnification.** Permit Holder hereby agrees to release, discharge, indemnify, defend and hold harmless the MBTA and all MBTA Affiliated Individuals from and against any and all claims, suits, demands, causes of action or damages pertaining to or in any way arising out of Permit Holder's use of the Premises and asserted against the MBTA by any person



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# Monthly Timesheet Calculator

powered by  
GeneralBlue

Company Name: \_\_\_\_\_  
Employee Name: \_\_\_\_\_ Employee ID: \_\_\_\_\_  
Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Date	Day	Time In	Time Out	Lunch	Time In	Time Out	Daily Total

Weekly Total:


Weekly Total:


Weekly Total:


Weekly Total:

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_ Weekly Total: \_\_\_\_\_  
Total Hours: \_\_\_\_\_

Free time card calculator excel. Time card calculator excel free download. Free time clock calculator excel. Free excel timesheet calculator download. Free excel timesheet calculator template. Free welding time calculator excel. Free takt time calculator excel. Free timesheet calculator with lunch break excel.

Capture your best moments with our premium photo album templates. DOWNLOAD THE TEMPLATES NOW. This free Time Card Calculator spreadsheet is one of the simplest timesheet calculators you will find. Because it is a spreadsheet, you can customize the time card specifically for use within your company. Instead of multiple clock-in/out times, you enter the time in and time out, and then enter the total break time in minutes. The hours worked and overtime is calculated for you. We've created a weekly and biweekly version that you can download below, and both are capable of handling the California overtime rules. Advertisement This timesheet lets you enter the time in, time out, and the total amount of break time (in minutes). It calculates total work hours as well as overtime. See below for more information about how overtime is calculated. Features Enter Clock-In and Clock-Out times for each day Enter the total break time in minutes Calculate and display total hours worked in decimal or [h]:mm format Calculate overtime based on daily and/or weekly hours Use a worksheet designed specifically for California overtime Print an official timesheet with signature lines Use a mini-monthly calendar to help you enter the correct start day Delete the wage/pay rows if necessary Description This template is the same as the one above, but it lets you enter two weeks at a time. The overtime calculations are still based on weeks (not two-week periods). Also, we've saved this file using a grayscale color scheme, though it is easy to change the color to whatever you want. Older Versions Our timecard calculators above are updated versions of our older "Timesheet with Breaks in Minutes." You can download the older version for Excel 2003 below. Screenshot Timesheet Calculator with Breaks in Minutes Download: timesheet-with-breaks-in-minutes.xls Screenshot Download: timesheet-with-breaks-in-minutes\_CA.xls This version of the weekly time sheet template was designed by Vertex42.com and is available from Microsoft via their template gallery and by going to File > New and searching for "Time Sheet." 1. Edit the Company Name, Employee Name and other fields in the header area. 2. Enter a date in the Week Starting cell. The mini calendar to the right of the timesheet can be used as a reference. 3. If you do not want to display wage and pay information, you can delete or hide those rows. 4. Clear the sample values in the Time In, Time Out, and Break columns and then save the time card. At this point, you may want to save the customized time card as a template file to use for future time cards. To enter a time value in Excel, you must include the colon (:) and leave a space between the time and the AM or PM. You can also enter a 24-hour time value like "14:15" without entering "AM" or "PM." TIP: To quickly enter the current time, press CTRL+Colon (CTRL+SHIFT+;). This is easy to remember because times are displayed with a colon. Here are some ideas for ways to send or share your timecard with your employer each week: Print and hand-deliver your time card. Save the timesheet as a PDF by exporting to a PDF, using a PDF print driver, or if you are using Excel 2010+ just go to File > Save As > and choose PDF. Upload your finished time card to a private secure server (ask your manager about this). If using Google Drive, you could share the spreadsheet with your manager. Even if your company uses some other time reporting system, you can still use this time card calculator by printing a blank version to update throughout the week. These time card calculators allow you to calculate overtime based on a couple of optional rules: Hours worked over 8 in a workday. Regular hours worked over 40 in a workweek. The screenshot below shows how easy it is to select the overtime options. You can enable just one of the options, both, or none. Calendar reference and overtime options within the timesheet templates. Overtime regulations vary from state to state. The overtime options allow this calculator to work in most states (including California - see below). If there is a special exception, it may be necessary to enter overtime manually instead of using the formulas. If that is the case, then just copy the cells under the Sick column and paste them into the Overtime column and enter the overtime hours manually. If you have questions about the overtime requirements in your state, visit the U.S. Department of Labor website (this page, specifically). Unlike most other states that have very simple overtime rules, California's policies for overtime include rules for paying double-time as well as paying overtime for hours worked on a 7th consecutive day. We've included separate worksheets within each of the above files for handling these more complicated rules. See hrcalifornia.calchamber.com for more information about California's specific overtime rules. The formula that calculates the Total Hours Worked needs to be able to handle a period that spans midnight. A time in Excel is stored as a fraction of a day, so 1 hour is 1/24 and one minute is 1/1440. If you enter the In time as 8:00 PM and the Out time as 5:00 AM, you can't just subtract the values to calculate the total hours. When calculating hours worked each day from the clock-in / clock-out times, the template rounds to the nearest minute. If your company requires a different type of rounding, let us know. Use the MROUND function to round the hours to a multiple of 0.25. In the Total Hrs column, change MROUND(...,1/60) to MROUND(...,0.25). How do I round down to the nearest 15 minutes? In the Total Hrs column, change the MROUND(...,1/60) function to FLOOR(...,15/60). This will round 0-14 minutes to 0, 15-29 minutes to 15, etc. See Also: To calculate the time difference (e.g. work hours) between two time periods, we create a timesheet. There are several ways that we can use to keep track of time on a timesheet. Using formulas in Excel timesheets can make it easier and more convenient to apply. In this regard, this article will help you learn the timesheet formula in Excel with 5 relevant examples. Download the Practice Workbook You can download the Excel file from the link below and practice along with it. 5 Examples Relevant to Timesheet Formula in Excel Let's assume that we have a data table, Employee Work Hour Timesheet. We will use this dataset to demonstrate all the examples regarding the timesheet formula in Excel one by one. 1. Excel Timesheet Formula: Using Simple Subtraction We have a worksheet of four columns data table. The data table stores the entry and exit time of employees and calculates their total work hours on daily basis. The first column stores employee names, the second column holds entry time, the third column contains exit time, and the last column keeps the work hours count. Now we can apply the simple arithmetic subtraction formula within this Excel timesheet. To do that, follow the steps below: ● First of all type of formula is below within cell E5. ● After that press the ENTER button to execute the subtraction formula. ● Finally drag the Fill Handle icon to the end of the Work Hours column. Read more: How to Subtract and Display Negative Time in Excel (3 Methods) 2. Excel Timesheet Formula: Using MOD Function Instead of using the simple arithmetic subtraction formula, we can use the MOD function to do so. Actually, we will use the subtraction formula inside the MOD function, within its argument list. The MOD function has two arguments in total. In place of the first argument, we will insert the subtraction formula, and the second argument requires a divider value. Which will be 1 for this instance. Now follow the steps below to learn the procedure: ● Select cell E5 to insert the formula below: ● After that, press the ENTER button. ● Lastly, drag the Fill Handle icon to the end of the Work Hours column. That's all. Similar Readings: 3. Excel Timesheet Formula: Using MOD Function Considering Break In this second, we will again apply the MOD function into the timesheet Excel formula. But this time we will consider the work break to calculate the Net Work Hours by each of the employees. To calculate the Net Work Hours, we must subtract the break period from the total office time period. So, we will use two MOD functions in total. The first MOD function will return the total office work period, whereas the second MOD function will return the total break period. By subtracting these two results, we can easily get the Net Work Hours by each of the employees. Now follow the steps below to learn it step by step: ● Type the timesheet formula below within cell G5. =MOD(D5-C5,1)-MOD(F5-E5,1) ● Now press the ENTER button. ● At the end, draw the Fill Handle icon to the end of the Net Work Hours column. Read more: Excel Timesheet Formula with Lunch Break 4. Excel Timesheet Formula: Using Simple Addition Formula This time we will calculate the total work hours in a different way. We will use the simple arithmetic addition formula to calculate the work hours of each of the employees. So, we've divided the work hour count into two categories. Those are total work hours before the break and again total work hours after the break. Now we can calculate the total work hours simply by adding work hours before the break to the work hours after the break. To do that, follow the steps below: ● At first type the formula below within cell E5. ● Then press the ENTER button. ● Finally, pull the Fill Handle icon to the bottom of the Work Hours column. That's it. Related Content: How to Add Minutes to Time in Excel (3 Quick Methods) 5. Excel Timesheet Formula: Using SUM Function Now instead of using the simple addition formula, we will use the SUM function. Well, here one thing is to mention. That is though both of the formulas serve the same purpose, still, there's a difference. When there is only a little cell reference to add, then we can use either the simple addition formula or the formula with the SUM function. But when you have to sum up a large number of cell references, then there's no alternative to using the SUM function. Now, follow the steps below to do that, ● Select cell E5 and type the formula below: ● Press the ENTER button. ● Draw the Fill Handle icon to the end of the Work Hours column. Related Content: [Fixed!] SUM Not Working with Time Values in Excel (5 Solutions) Things to Remember As you are working with the timesheet, always set the cell format to Time. Conclusion To sum up, we have discussed 5 relevant examples to demonstrate the usage of the timesheet formula in Excel. You are recommended to download the practice workbook attached along with this article and practice all the methods with that. And don't hesitate to ask any questions in the comment section below. We will try to respond to all the relevant queries asap. And please visit our website ExcelDemy to explore more. Related Articles



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