# THE UNIVERSITY OF TEXAS AT AUSTIN Official Time Report for Hourly Employees

Department _								
Code altratata								
Subdivision _								
Pay Period Be	eginning	(DA	Y) (YR)		Pay Period Endi		(DAY)	(YR)
Explanation WEEK 1	Mon.	Tues.	Wed.	Thurs	s. Fri.	Sat.	Sun.	Total Hours
Total Hours Actually Worked								
Absent Time *								
	n Excess of 40 (Prior Written	Approval is Required)	Author	rized Compensat	ory Hours			
WEEK 2 Total Hours	П							
Actually Worked  Absent Time *								
	n Excess of 40 (Prior Written	Approval is Required)	Author	rized Compensat	ory Hours			
WEEK 3	TEXCESS OF 40 (FIRST WHITEH	Approvaris (required)	Aution	ized Compensal	ory riours			
Total Hours Actually Worked								
Absent Time *								
Total Hours Worked in	n Excess of 40 (Prior Written	Approval is Required)	Author	rized Compensat	ory Hours	TOTAL HO	URS FOR PAY PERIOD	
					ppriate hours and code for al		L	
	(A) – Accident Benefit (C) – State Compensa	atory Time	(H) – Holiday-Paid (J) – Jury Duty-Paid			(S) – Sick Le (SLP) – Sick	Leave Pool-Paid **	
	(E) – Emergency Leav (FH) – Floating Holida	ay-Paid **	(MT) - Military Leave	е	y-Explain in Remarks **	(V) – Vacatio (O) – Other A VF for vacation-family medical leav	Absences-Explain in Remarks	
Remarks:	add air i to the ac	osence code ii you are usii	ing one of these absence types	s in conjunction				time.
Remarks.					I certify the above to be a true and correct accounting of all time worked and absent time.  Employee (Signature)			
					Supervisor (Signature)			
			_	_	Y OF TEXAS AT A			PO-6 H Rev. 8-2004
Department			_	_	oort for Hourly Emp	loyees		
Department _			_	_	oort for Hourly Emp	loyees		
			_	_	oort for Hourly Empl Name (in full) UT EID	loyees		
Subdivision _			_	_	Doort for Hourly Emplorer Name (in full) UT EID Acct. #	loyees		
Subdivision _ Pay Period Be	eginning	(DA	Official  (YR)	Time Rep	oort for Hourly Empl Name (in full) UT EID Acct. # Pay Period Endi	ing	(DAY)	Rev. 8-2004
Subdivision _	eginning		Official	Time Rep	oort for Hourly Empl Name (in full) UT EID Acct. # Pay Period Endi	loyees		Rev. 8-2004
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### **INSTRUCTIONS**

#### GENERAL:

- 1. The usual work week begins on Monday and ends at midnight on Sunday.
- 2. Enter the first name, middle initial, last name, and UTEID for the proper identification.
- 3. Official time reports must be kept on a current basis and be retained in the employing department for three years.
- 4. Corrections must be initiated by the employee and the supervisor.

### TIME RECORDING:

- 1. Line 1, *Total Hours Worked*: This is the total hours worked each day and is the time counted when determining paid overtime. Report to the nearest 1/4 hour. (NOTE: "Break" time is work time; meal periods are not.) Fractions should be recorded as .25, .50, and .75.
- 2. Line 2, *Absent Time* (See Code Designations on front): This is absence for which payment may or may not be authorized, depending upon eligibility of the employee. The type of absence is to be identified by a code letter.
- 3. Line 3, *Total Hours Worked in Excess of Forty*. Overtime hours worked in excess of 40 hours will be extremely limited. The necessity for working on an overtime basis can usually be anticipated, and it is administrative policy to not authorize overtime except in extraordinary situations. Advance approval is required before overtime hours can be worked. All overtime worked *must* be recorded. No other form is to be used in recording overtime.
- 4. Authorized Compensatory Hours for non-exempt employees should be reimbursed for overtime hours by one of the following methods:
  - A. Compensatory time at straight-time may be taken within the same work week;
  - B. Compensatory time at time and one-half may be taken within the same calendar month in which it is worked;
  - C. Overtime must be paid at the rate of time and one-half for hours worked in excess of 40 during a work week, if time off cannot be given in accordance with items A or B above.
- 5. An employee who works on an authorized holiday will be granted compensatory time, which must be scheduled with the approval of the immediate supervisor. If the employee has not actually worked more than 40 hours in the work week, this compensatory time must be taken on a straight-time basis during the 12-month period following the work week in which it was earned.

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