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

Department					Name (in full) UT EID						
Subdivision						Acct. #					
Pay Period Beginning						y Period Ending					
•	(MO) (DAY) (YR)				(MO) (DAY) (YR)						
Explanation	Mon.	Tues.	Wed.	Thurs	5.	Fri.	Sat.	Sun.	Total Hours		
WEEK 1 Total Hours											
Actually Worked											
Absent Time *											
Total Hours Worked in Excess of 40 (Prior <u>Written</u> Approval is Required) Authorized Compensatory Hours											
WEEK 2											
Total Hours Actually Worked											
Absent Time *											
Total Hours Worked in	Excess of 40 (Prior Writte	n Approval is Required)	Author	rized Compensat	ory Hours_						
WEEK 3											
Total Hours Actually Worked											
Absent Time *											
Total Hours Worked in Excess of 40 (Prior <u>Written</u> Approval is Required) Authorized Compensate					tory Hours TOTAL HOURS FOR PAY PERIOD						
		C	ODE DESIGNATIONS:	*Show appro	priate hou	urs and code for absent tim	ne as follows:				
(A) - Accident Benefits (WCI) (H) - Holiday-Paid (C) - State Compensatory Time (J) - Jury Duty-Paid (E) - Emergency Leave-Paid (LW) - Leave of Absence Without Pa (FH) - Floating Holiday-Paid ** (MT) - Military Leave ** add an "F" to the absence code if you are using one of these absence types in conjunction v					(O) – Other Absences-Explain in Remarks						
Remarks:						I certify the above to be a true and correct accounting of all time worked and absent time.					
					Employee (Signature)				ate		
					Supervi	sor (Signature)		D	ate		

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וזכווומוזס.					Employee (Signature)				Date		
					Supervisor (S	ignature)			Date		

PO-6 H Rev. 12-2010

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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