

Time Report Instructions for Hourly Employees

Human Resources

Create and Submit Hourly Timesheet

- Access your Time Report Home page
<https://utdirect.utexas.edu/apps/hr/time/home/>
- Click the Position Title to open a timesheet

The screenshot displays the 'Time Report Home Page for' interface. At the top, there is a navigation bar with the University of Texas logo and user information. Below the header, there is a 'NAVIGATION MENU' on the left side. The main content area is titled 'My Time Report List' and includes a search bar and a 'Go' button. A table lists time reports with the following columns: Pay Period, Week, Position Title, Hours Assigned, Hours Worked, and Total Hours Worked for Week. A callout box points to the 'Position Title' column with the text 'Click here to open timesheet'.

Pay Period	Week	Position Title	Hours Assigned	Hours Worked	Total Hours Worked for Week
01/16 - 01/21	01/13/2014	HRS Student Workers (320500) - Roxane A Hinton - No Report	19.00		
01/20/2014	HRS Student Workers (320500) - Roxane A Hinton	Pending - Roxane A Hinton	19.00	6.00	5.00
01/27/2014	HRS Student Workers (320500) - Roxane A Hinton - No Report		19.00		

Total Hours Worked in Pay Period: 6.00

← Previous pay period Next pay period

Return to top of page

Create and Submit Hourly Timesheet

- Enter hours worked, record leave time and notes as needed
- Mark "Save and Send to Signer", then "Submit Request"

Weekly Time Report for
 This Time Report has been successfully recalled.

Week: 01/20/2014 - 01/26/2014 Assignment Dates: 01/13/2014 - 05/13/2014
 Pay Period: 01/16 - 01/31 Hourly Rate: \$ 10.00
 Position Title: HRS Student Workers (1029QV) Assigned Hours Per Week: 19.00
 Supervisor: _____

Previous Time Report in List Next Time Report in List

	Work Study Period							
	UT Holiday	Mon 01/20	Tue 01/21	Wed 01/22	Thu 01/23	Fri 01/24	Sat 01/25	Sun 01/26
Hours Worked		2.00	1.00	3.00				
Leave Type for This Row								
Leave Type for This Row								
Total 6.00	0.00	2.00	1.00	3.00	0.00	0.00	0.00	

Total Hours Worked: 6.00

I certify this is an accurate record of hours worked and absent. I understand the intentional falsification of time records violates university policy and will result in disciplinary action, which may include termination.

Save for later
 Save and send to Signer
 Delete

Notes:

Create and Submit Hourly Timesheet

- If the pay period changes mid-week, there will be two timesheets for that week

Monthly Summary

Monthly Report Tracking

Group Assignment

Work Schedule

Leave Policies

Reports

EID Search

	Work Study Period						
	Mon 01/13	Tue 01/14	Wed 01/15	Thu 01/16	Fri 01/17	Sat 01/18	Sun 01/19
Hours Worked				6.00	7.00		
Hours Absent							
Total Hours Worked:				13.00			

Grayed dates are in another pay period

Final Review

- Return to Time Report Home
- Have all timesheets for this pay period been sent to signer?

Pay Period	Week	Position Title	Supervisor	Status	Hours Assigned	Hours Worked	Total Hours Worked for Week
01/01 - 01/15	12/29/2013	Social Sciences/Humanities Research Associate II (10022A)	Robin R. Jarman	Pending - Susan E. Johnson	10.00	6.00	16.00
		vacant - Hourly A_P Librarian (1000PZ)	Fred M. Heath	Pending - Robin R. Jarman	6.00	5.00	
01/06/2014		Social Sciences/Humanities Research Associate II (10022A)	Robin R. Jarman	Pending - Susan E. Johnson	10.00	10.00	50.00
		vacant - Hourly A_P Librarian (1000PZ)	Fred M. Heath	Pending - Robin R. Jarman	6.00	40.00	
01/13/2014		Social Sciences/Humanities Research Associate II (10022A)	Robin R. Jarman	Pending - Robin R. Jarman	10.00	9.00	17.00
		vacant - Hourly A_P Librarian (1000PZ)	Fred M. Heath	Pending - Robin R. Jarman	8.00	9.00	
Total Hours Worked in Pay Period: 78.00							

^Previous pay period ^Next pay period

Timesheet Deadlines

- Hourly pay periods
 - 1st through 15th
 - 16th through last day of the month
- Submit timesheets weekly and on last day of the pay period
- Follow any deadlines set by your department
- Submitting timesheets late can delay your paycheck!

Need Help?

- Ask your supervisor
- Contact Human Resources Records
 - Hrsc-records@utlists.utexas.edu
 - 512-471-5127