Clear

The University of Georgia

HOURLY

BIWEEKLY TIME RECORD

H

Pay Date

Distribution Code

Account Number	Pay Period Ending Date
DO NOT CHANGE	

Employee Last Name (print)	First Name

Last 4 Digits of SSN	Seq Number	Rec Forward
DO NOT CHANGE		

Home Dept	Posn Short Title	Posn No.	Hourly Rate	

New DTL (x)		Del DTL (x)	

RECORD OF HOURS

Day	WEEK ONE Worked	Leave	Sick	Holiday	Misc	WEEK TWO Worked	Leave	Sick	Holiday	Misc
Thursday										
Friday										
Saturday										
Sunday										
Monday										
Tuesday										
Wednesday										
Total										
	Week1 Work Hours	Leave Coded Hours	Sick Coded Hours	Holiday Coded Hours	Misc Coded Hours	Week2 Work Hours	Leave Coded Hours	Sick Coded Hours	Holiday Coded Hours	Misc Coded Hours

Meal Code	No. Meal

This is an official time record of the University of Georgia. It must be retained and be readily available for audit and inquiry purposes.

Definitions and Instructions:

A time report must be completed and retained for all personnel covered (non-exempt) by Wage and Hour Law. Fill in Account Number, Pay Period Ending Information, Name, Last 4 Digits of SSN, Budget Position Information, Hourly Rate, Meal Code, and Number of Meals, on a blank sheet for new personnel not on the previous payroll.

Hours Worked - The total time actually worked, including regular hours and overtime. "Break time" is work time, meal periods are not. Time should be reported to the nearest tenth of an hour, i.e., 8.0, 4.5, 2.2, etc.

Coded Hours - a record of absences for which wage payments are authorized. Report the coded hours under the appropriate columns. The weekly total of coded time cannot exceed 40 hours. Coded hours should be reported in one of the following categories.

Paid Annual Leave
Paid Sick Leave
Paid Holiday Leave

Miscellaneous Paid Absence:
J-Jury Duty
P-Physical Exam
V-Voting
M-Military Duty
I-Inclement Weather, UGA designated Emergency

Employee's Signature Date
Total hours were worked as indicated.

Supervisor's Signature Date
Total hours were worked as indicated.

April, 1999
http://www.busfin.uga.edu/