



The University of Georgia

# HOURLY

BIWEEKLY TIME RECORD



\_\_\_\_\_  
Pay Date

\_\_\_\_\_  
Distribution Code

RECORD OF HOURS

| Account Number             |                  |            | Pay Period Ending Date |  | Day               | WEEK ONE          |                  |                     |                  |                   | WEEK TWO          |                  |                     |                  |      |
|----------------------------|------------------|------------|------------------------|--|-------------------|-------------------|------------------|---------------------|------------------|-------------------|-------------------|------------------|---------------------|------------------|------|
| DO NOT CHANGE              |                  |            |                        |  |                   | Worked            | Leave            | Sick                | Holiday          | Misc              | Worked            | Leave            | Sick                | Holiday          | Misc |
|                            |                  |            |                        |  | Thursday          |                   |                  |                     |                  |                   |                   |                  |                     |                  |      |
|                            |                  |            |                        |  | Friday            |                   |                  |                     |                  |                   |                   |                  |                     |                  |      |
| Employee Last Name (print) |                  |            | First Name             |  | Saturday          |                   |                  |                     |                  |                   |                   |                  |                     |                  |      |
|                            |                  |            |                        |  | Sunday            |                   |                  |                     |                  |                   |                   |                  |                     |                  |      |
|                            |                  |            |                        |  | Monday            |                   |                  |                     |                  |                   |                   |                  |                     |                  |      |
| UGAID (81X#)               |                  | Seq Number | Rec Forward            |  |                   | Tuesday           |                  |                     |                  |                   |                   |                  |                     |                  |      |
| DO NOT CHANGE              |                  |            |                        |  |                   | Wednesday         |                  |                     |                  |                   |                   |                  |                     |                  |      |
|                            |                  |            |                        |  |                   | Total             |                  |                     |                  |                   |                   |                  |                     |                  |      |
| Home Dept                  | Posn Short Title | Posn No.   | Hourly Rate            |  | Week 1 Work Hours | Leave Coded Hours | Sick Coded Hours | Holiday Coded Hours | Misc Coded Hours | Week 2 Work Hours | Leave Coded Hours | Sick Coded Hours | Holiday Coded Hours | Misc Coded Hours |      |
|                            |                  |            |                        |  | Meal Code         | No. Meal          |                  |                     |                  |                   |                   |                  |                     |                  |      |
|                            |                  |            |                        |  |                   |                   |                  |                     |                  |                   |                   |                  |                     |                  |      |
|                            |                  |            |                        |  | New DTL (x)       |                   | Del DTL (x)      |                     |                  |                   |                   |                  |                     |                  |      |

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
  - V-Voting
  - I-Inclement Weather, UGA designated Emergency
  - P-Physical Exam
  - M-Military Duty

\_\_\_\_\_  
Employee's Signature  
*Total hours were worked as indicated.*

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Signature  
*Total hours were worked as indicated.*

\_\_\_\_\_  
Date