# The University of Georgia

# HOURLY
## BIWEEKLY TIME RECORD

**H**

_____
Pay Date

_____
Distribution
Code

RECORD OF HOURS

| Account Number | Pay Period Ending Date |
|---|---|
| DO NOT CHANGE | |
| | |

| Employee Last Name (print) | First Name |
|---|---|
| | |
| | |

| UGAID (81X#) | Seq Number | Rec Forward |
|---|---|---|
| DO NOT CHANGE | | |
| | | |

| Home Dept | Posn Short Title | Posn No. | Hourly Rate |
|---|---|---|---|
| | | | |
| | | | |

| | New DTL (x) | | Del DTL (x) | |
|---|---|---|---|---|

| Day | WEEK ONE | | | | | WEEK TWO | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| | Worked | Leave | Sick | Holiday | Misc | Worked | Leave | Sick | Holiday | Misc |
| Thursday | | | | | | | | | | |
| Friday | | | | | | | | | | |
| Saturday | | | | | | | | | | |
| Sunday | | | | | | | | | | |
| Monday | | | | | | | | | | |
| Tuesday | | | | | | | | | | |
| Wednesday | | | | | | | | | | |
| Total | | | | | | | | | | |
| | 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 | | | | | | | | | |

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

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

_____          _____
Employee's Signature                     Date
_Total hours were worked as indicated._

_____          _____
Supervisor's Signature                   Date
_Total hours were worked as indicated._