Class Exercise Handouts

Instructions to login:

1. Open Mozilla Firefox

2. In the URK line; type

   https://zupk.shared.utsystem.edu/

3. Select UT San Antonio – Time Entry

4. Double Click “Class Exercise”

5. Select UPK by double clicking title. Start with “Positive Punch”

6. Click “Try It”

Contents of Exercises using the User Productivity Kit (UPKs):

1. Positive Punch
   a. Dora Marquez Timesheet

2. Elapsed Time
   a. Annie Oakley Timesheet

3. Elapsed Time with Absence Event
   a. Dorothy Gale Timesheet

4. Positive Punch with Absence Event
   a. Clark Kent Timesheet
Employee Name: Dora Marquez  Employee ID: 600000000
Job Title: Activities Assistant  Empl Record: 0
Department: TRIO PROGRAMS

From Monday 11/18/2013 to Sunday 11/24/2013

<table>
<thead>
<tr>
<th>Day</th>
<th>Time In</th>
<th>Time Meal In</th>
<th>Time Meal Out</th>
<th>Time Out</th>
<th>Time Reporting Code or Absence Type</th>
<th>Quantity/Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mon</td>
<td>10:06 am</td>
<td></td>
<td></td>
<td>2:15 pm</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tue</td>
<td>8:02 am</td>
<td>12:10 pm</td>
<td>1:10 pm</td>
<td>5:08 pm</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wed</td>
<td>8 pm</td>
<td></td>
<td>2 am</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Thu</td>
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<td>3 pm</td>
<td>4:01 pm</td>
<td>6:15 pm</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fri</td>
<td>12:05 pm</td>
<td></td>
<td></td>
<td>8:20 pm</td>
<td></td>
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<tr>
<td>Sat</td>
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<tr>
<td>Sun</td>
<td>12 pm</td>
<td>9 pm</td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

Comments:

I certify the above to be a true and correct accounting of all time worked and all time absent.

Employee Signature: ___________________________ Date: ____/____/2013
Supervisor Signature: ___________________________ Date: ____/____/2013
Timekeeper Initials __________ Date: ____/____/2013

Time Reporting Codes:
1. STCT – State Time Comp Taken  
2. OTCT – Overtime Comp Taken  
3. CONF – Conference*  
4. TRN – Training*  
5. TRVL – Travel*  
6. OTP – Over-Time Payout

Absence Types:
1. VAC – Vacation  
2. SICK – Sick  
3. FHL – Floating Holiday  
4. BRV – Bereavement  
5. JURY – Jury Duty  
6. PTC – Educational Activities

*May be used with reported Time Worked

For other absence types contact HR-Leave Administration

Form effective date: 5/1/2014
Employee Name: Dora Marquez
Employee ID: 600000000
Job Title: Activities Assistant
Empl Record: 0
Department: TRIO PROGRAMS

From Monday 11/25/2013 to Sunday 12/01/2013

Only report time worked in this section

<table>
<thead>
<tr>
<th>Day</th>
<th>Time In</th>
<th>Time Meal Out</th>
<th>Time Meal In</th>
<th>Time Out</th>
<th>Time Reporting Code or Absence Type</th>
<th>Quantity/Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mon</td>
<td>8:05 am</td>
<td>12 pm</td>
<td>1:10 pm</td>
<td>5:20 pm</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tue</td>
<td>8 am</td>
<td>12 pm</td>
<td>1 pm</td>
<td>5 pm</td>
<td>TRN</td>
<td></td>
</tr>
</tbody>
</table>

Comments:

I certify the above to be a true and correct accounting of all time worked and all time absent.

Employee Signature: __________________________ Date: ____/____/2013

Supervisor Signature: __________________________ Date: ____/____/2013

Timekeeper Initials _______ Date: ____/____/2013

Time Reporting Codes:
1. STCT – State Time Comp Taken
2. OTCT – Overtime Comp Taken
3. CONF – Conference*
4. TRN – Training*
5. TRVL – Travel*
6. OTP – Over-Time Payout

Absence Types:
1. VAC – Vacation
2. SICK – Sick
3. FHL – Floating Holiday
4. BRV – Bereavement
5. JURY – Jury Duty
6. PTC – Educational Activities

*May be used with reported Time Worked

For other absence types contact HR-Leave Administration
**Timesheet – Elapsed**

**Employee Name:** Annie Oakley  
**Employee ID:** 6000000000  
**Job Title:** Associate Professor  
**Empl Record:** 0  
**Department:** BIOTECH SCIENCES & ENGRNG

**From Monday 11/25/2013 to Sunday 12/01/2013**

<table>
<thead>
<tr>
<th></th>
<th>Mon</th>
<th>Tue</th>
<th>Wed</th>
<th>Thu</th>
<th>Fri</th>
<th>Sat</th>
<th>Sun</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular Time</td>
<td>8</td>
<td>8</td>
<td></td>
<td>4</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Time Reporting Code or Absence Type**

- **CONF**

**Instructions:** Check one box only

- [ ] Apply my schedule as worked hours.
- [ ] Apply my schedule with the noted exception time listed above.

**Student employees only (GRA, GTA, RA)**

- [ ] I worked my minimum scheduled hours.

I certify the above to be a true and correct accounting of all time worked and all time absent.

**Employee Signature:** ___________________________  
**Date:** ____/____/2013

**Supervisor Signature:** ___________________________  
**Date:** ____/____/2013

**Timekeeper Initials**  
**Date:** ____/____/2013

**Time Reporting Codes:**

1. STCT – State Time Comp Taken  
2. CONF – Conference*  
3. TRN – Training*  
4. TRVL – Travel*  
5. HLWRK – Holiday Worked (Employee’s with <.50% FTE Only)

*May be used with reported Time Worked

**Absence Types:**

1. VAC – Vacation  
2. SICK – Sick  
3. FH – Floating Holiday  
5. BRV – Bereavement  
6. PTC – Educational Activities

For other absence types contact HR-Leave Administration.
### Timesheet – Elapsed (Exempt Employee)

**Employee Name:** __Dorothy Gale__  
**Employee ID:** ___6000000000___  
**Job Title:** Human Resource Specialist I  
**Empl Record:** ____0____  
**Department:** Human Resources

**From Monday  01 / 13 /2014 to Sunday  01 / 19 /2014**

<table>
<thead>
<tr>
<th></th>
<th>Mon</th>
<th>Tue</th>
<th>Wed</th>
<th>Thu</th>
<th>Fri</th>
<th>Sat</th>
<th>Sun</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular Time</td>
<td>4</td>
<td>8</td>
<td>4</td>
<td>6</td>
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<tr>
<td>Time Reporting Code or Absence Type</td>
<td>SCK</td>
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<tr>
<td>Time Reporting Code or Absence Type</td>
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<td>8</td>
<td>2</td>
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<td>Time Reporting Code or Absence Type</td>
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</tr>
</tbody>
</table>

**Comments:**

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☐ Apply my schedule as worked hours.  
☒ Apply my schedule with the noted exception time listed above.

**Student employees only (GRA, GTA, RA)**  
☐ I worked my minimum scheduled hours.

I certify the above to be a true and correct accounting of all time worked and all time absent.

**Employee Signature:** ___________________________  
**Date:** __/__/2014

**Supervisor Signature:** ___________________________  
**Date:** __/__/2014

**Timekeeper Initials:** ________  
**Date:** __/__/2014

### Time Reporting Codes:

1. STCT – State Time Comp Taken  
2. CONF – Conference*  
3. TRN – Training*  
4. TRVL – Travel*  
5. HLWRK – Holiday Worked (Employee’s with <.50% FTE only)  
   *May be used with reported Time Worked

### Absence Types:

1. VAC – Vacation  
2. SICK – Sick  
3. FHL – Floating Holiday  
4. JURY – Jury Duty  
5. BRV – Bereavement  
6. PTC – Educational Activities  

For other absence types contact HR-Leave Administration
**Employee Name:** Clark Kent  
**Employee ID:** 6000000000

**Job Title:** Police Officer II  
**Empl Record:** 0

**Department:** Police Department

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**From Monday 01/13/2014 to Sunday 01/19/2014**

<table>
<thead>
<tr>
<th>Day</th>
<th>Time In</th>
<th>Time Meal Out</th>
<th>Time Meal In</th>
<th>Time Out</th>
<th>Time Reporting Code or Absence Type</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
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<td>12:00 p.m.</td>
<td>1:00 p.m.</td>
<td>6:30 p.m.</td>
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<td>Tue</td>
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<td>SCK</td>
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<td>10</td>
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<td>SCK</td>
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<td>10</td>
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<tr>
<td>Thu</td>
<td>7:30 a.m.</td>
<td>12:00 p.m.</td>
<td>1:00 p.m.</td>
<td>6:30 p.m.</td>
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</table>

**Comments:**

I certify the above to be a true and correct accounting of all time worked and all time absent.

**Employee Signature:**  
**Date:** __/__/2014

**Supervisor Signature:**  
**Date:** __/__/2014

**Timekeeper Initials:**  
**Date:** __/__/2014

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**Time Reporting Codes:**

1. **STCT** – State Time Comp Taken  
2. **OTCT** – Overtime Comp Taken  
3. **CONF** – Conference*  
4. **TRN** – Training*  
5. **TRVL** – Travel*  
6. **OTP** – Over-Time Payout

**Absence Types:**

1. **VAC** – Vacation  
2. **SICK** – Sick  
3. **FHL** – Floating Holiday  
4. **BRV** – Bereavement  
5. **JURY** – Jury Duty  
6. **PTC** – Educational Activities

*May be used with reported Time Worked

For other absence types contact HR-Leave Administration