

THE UNIVERSITY OF TEXAS AT SAN ANTONIO
Hourly Employee Time Record

Please Print

Employee Name _____ UT EID: _____

Job Title _____ Payroll Period: From: _____ To: _____

Department _____ Account No. _____

The Hourly Employee Time Record must be completed by all employees appointed on an hourly paid basis. It is the responsibility of the supervisor to certify the accuracy of this record. Hourly employees are paid on the 5th working day following the 15th of the month and following the last day of the month. The Original Departmental Payroll Voucher and Original Hourly Employee Record must be submitted to the Payroll Office no later than the first work day following the 15th and last work day of each month.

	FIRST WEEK			SECOND WEEK			THIRD WEEK		
	DATE	HOURS WORKED	HOURS ABSENT*	DATE	HOURS WORKED	HOURS ABSENT*	DATE	HOURS WORKED	HOURS ABSENT*
SUN									
MON									
TUES									
WED									
THUR									
FRI									
SAT									
	WEEKLY TOTALS			WEEKLY TOTALS			WEEKLY TOTALS		
	TOTAL WEEKLY HOURS TO BE PAID			TOTAL WEEKLY HOURS TO BE PAID			TOTAL WEEKLY HOURS TO BE PAID		

*Use proper code in upper portion of Hours Absent Box as follows: (V) - Vacation leave; (S) - Sick leave; (C) - Compensatory leave; (J) - Jury leave; (M) - Military Training; (A) - Administrative leave; (H) - Holiday

I hereby certify that the time reported is exact and that the work was performed by the employee so named.

Employee's Signature _____

Date _____

Supervisor's Signature _____

Date _____

Print Name _____

PRIVACY NOTICE

With a few exceptions, you are entitled to be informed about the information U.T. San Antonio collects about you. Under Sections 552.021 and 552.023 of the Texas Government Code, you are entitled to receive and review this information. Under Section 559.004 of the Texas Government Code, you are entitled to have U.T. San Antonio correct information about you that is held by us and that is incorrect, in accordance with the procedures set forth in the University of Texas System Business Procedures Memorandum 32. The information that U.T. San Antonio collects will be retained and maintained as required by Texas records retention laws (Section 441.180 et seq. of the Texas Government Code) and rules. Different types of information are kept for different periods of time.