

EMPLOYEE TIME RECORD

Name: _____ Work Week Ending: _____

UT EID.: _____ Job Title: _____

Department: _____

	Date	Hours Worked	HOURS ABSENT			
		Daily	Vacation	Sick Leave	Holiday	Other*
THE UNIVERSITY OF TEXAS AT SAN ANTONIO	Sunday					
	Monday					
	Tuesday					
	Wednesday					
	Thursday					
	Friday					
	Saturday					
Weekly Totals	XXXXXXX XXXXXXX					

*Use proper code in upper half of block as follows: (J) - Jury Leave; (M) - Military Training; (A) - Administrative Leave; (C) - Compensatory Leave; (F) - Funeral Leave

This Time Card is to be completed by non-exempt classified employees who are paid on a monthly basis in compliance with the "Fair Labor Standards Act."

Actual time worked is to be recorded daily on the card, by the worker, and submitted to the supervisor at the end of the payroll period.

Notice to All Supervisors: Payment of overtime will be made only from Time Cards with advance approval from the Administrative Head of the unit.

SUMMARY OF WEEKLY TIME RECORD

1. Total Hours Worked _____
2. Total Hours Absent _____
3. Total of Lines 1 and 2 _____

Employee's Signature

Supervisor's Signature

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.