

Bi-Weekly Employee Time Record
University of Arizona

Payroll Period _____ **thru** _____
All Employee Time Records are due by noon on Thursday of non-pay week.

Employee Name: _____ **Exempt/Non-Exempt** Dept **Dept Name:** _____

ID#: _____ **PCN:** _____ **FTE:** _____ **Hire Date:** _____

	Mon _/_/____	Tues _/_/____	Wed _/_/____	Thurs _/_/____	Fri _/_/____	Sat _/_/____	Sun _/_/____	WorkWeek Totals
Work Hrs								
Vac (V)								
Sick (S)								
Other *								

	Mon _/_/____	Tues _/_/____	Wed _/_/____	Thurs _/_/____	Fri _/_/____	Sat _/_/____	Sun _/_/____	WorkWeek Totals
Work Hrs								
Vac (V)								
Sick (S)								
Other *								

* Report both hours and leave code(s).

Full FTE Accrual Rates:

Other Leave Codes: H = Holiday
A = Unpaid Absence
F = Funeral Leave
FX = Flex Salary Non-Work Period
J = Jury Duty
M = Military Duty
N = Comp Time Used

Sick Leave
Vacation (Fiscal Only)
Academic 3.27 hrs
Fiscal 3.69 hrs
YRS 1 & 2 3.38 hrs
YRS 3 & 4 4.92 hrs
5th YR + 6.77 hrs

Non-Exempt Employees: Record all hours worked and all paid and unpaid leave time used. All hours reported in excess of documented FTE (see above) must be pre-approved by supervisor. Hours reported in excess of 40 per week, if applicable, have been pre-approved as (check one) comp time _____ or paid time _____.

Exempt Employees: Record presence at work with a √ or "R", rather than hours worked, for each day worked. Record actual hrs of leave time used.

Student Employees: Allowable work hours: Student employees may work a maximum of 30 hrs/week (20 hrs/week on an F1 visa) while school is in session and up to 40 hrs/week at all other times. Students are not allowed to work over 40 hrs/week; if a student inadvertently works more than 40 hrs/week, the student employee must be compensated at the rate of one and one-half times the regular rate of pay for cash payment for each hour worked over 40 hours. **CONCURRENT EMPLOYMENT:** A student who holds one or more campus jobs must schedule work such that the total number of hours is less than 30 hrs/week while school is in session or 40 hrs/week all other times.

I certify that this time sheet is a true statement of time worked.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

***** Please Do Not Write in Shaded Areas! *****

Week 1		Week 2		Pay Period Totals	
Code	Hours	Code	Hours	Code	Hours

For Office Use	
R	Regular Work
C	Comp time @ 1.5
U	Comp time @ 1.0
K	Overtime cash @ 1.5
T	Overtime cash @ 1.0
FS	FML/Use sick hrs
FV	FML/Use vac hrs
FN	FML/Use comp hrs
FA	FML/Unpaid absence
FCS	FML/Compassionate
CTS	Compassionate Tmsf Sick
HCS	Holiday Compassionate Sick

Account Information:	Acct#	Amt/Percent	