

The University of Oklahoma Hourly Time Record.

Last Name:		First Name:		MI:		EMPLID		FTE:		
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Round Decimal Hours To the Nearest Tenth: The following cart is to be used when concerting all fractional hours from minutes to tenths for entry of time on the hourly time record. <u>Fractions of an hour less than six minute are not recorded</u>	06 to 08 min	.1 tenth		33 to 38 min	.6 tenth
	09 to 14 min	.2 tenth		39 to 44 min	.7 tenth
	15 to 20 min	.3 tenth		45 to 50 min	.8 tenth
	21 to 26 min	.4 tenth		51 to 56 min	.9 tenth
	27 to 32 min	.5 tenth		57 to 60 min	1 hour

Department Name and Department ID:										Account Number						Week Ending:			
	ADM	CLS	ESL	FML	FMN	JRY	MIL	OJI	OVT	POV	TPL	SPM	CPA	CPT	HOL	PEK	PLS	PLU	RGR
	Admin Leave	Class Hours	Extended Sick Leave	FMLA W/Pay	FMLA W/O Pay	Jury Leave	Military Leave	On-the-Job Injury	Overtime Hours	PEAK Overtime	Term Paid Leave	Supplemental Pay	Comp.Time Accrued	Comp.Time Taken	Holiday Hours	PEAK Hours	Scheduled Paid Leave	Unscheduled Paid Leave	Regular Hrs. Work
Saturday																			
Sunday																			
Monday																			
Tuesday																			
Wednesday																			
Thursday																			
Friday																			
Total																			

Department Name and Department ID:										Account Number						Week Ending			
ACFAMUSI - Music										122727000						3/17/17			
	ADM	CLS	ESL	FML	FMN	JRY	MIL	OJI	OVT	POV	TPL	SPM	CPA	CPT	HOL	PEK	PLS	PLU	RGR
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Saturday																			
Sunday																			
Monday																			
Tuesday																			
Wednesday																			
Thursday																			
Friday																			
Total																			

Employee's Signature - By signing this document, I certify that the hours recorded above represent my true status for the period shown	Date

Supervisor's Signature - By signing this document, I certify that the hours recorded above are true and correct	Department phone number:	Date