## THE UNIVERSITY OF TEXAS AT AUSTIN

## Official Time Report FOR HOURLY EMPLOYEES

DEPARTMEN	T			NAME	NAME (in full)				
				UT EII	):				
SUBDIVISIO	N			ACCT.	#				
PAY PERIOD	BEGINNING			PAY PI	ERIOD ENDIN	IG			
		MONTH	DAY YEA	R		MONTH	DAY	YEAR	
Explanation	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total Hours	
VEEK 1	HRS / MINS	HRS / MINS	HRS / MINS	HRS / MINS	HRS / MINS	HRS / MINS	HRS / MINS		
Total Hours Actually Worked									
	ted in Excess of 40 tensatory Hours		proval Required) _						
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday		
VEEK 2	HRS / MINS	HRS / MINS	HRS / MINS	HRS / MINS	HRS / MINS	HRS / MINS	HRS / MINS		
Total Hours Actually Worked									
	Monday		proval Required) _ Wednesday	Thursday	Friday	Saturday	Sunday		
Total Hours Actually Worked	HRS / MINS	HRS / MINS	HRS / MINS	HRS / MINS	HRS / MINS	HRS / MINS	HRS / MINS		
	ted in Excess of 40 tensatory Hours		proval Required) _		Total Hours For Pay Period				
REMARKS:				I certify the above to be a true and correct accounting of all time worked and absent time					
Minutes:	50 - 30 mins 0.75			Employee Sign	Employee Signature				

Supervisor Signature