

The University of Oklahoma Hourly Time Record. The time category codes are ordered alphabetically from left to right. (updated 01/05/06)

Last Name:	First Name:	MI:	EMPLID:	FTE:	<input type="checkbox"/> Student <input type="checkbox"/> Non-Student
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Round Decimal Hours To the Nearest Tenth. The following chart is to be used when converting 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 minutes	.1 tenth		33 to 38 minutes	.6 tenths
	09 to 14 minutes	.2 tenths		39 to 44 minutes	.7 tenths
	15 to 20 minutes	.3 tenths		45 to 50 minutes	.8 tenths
	21 to 26 minutes	.4 tenths		51 to 56 minutes	.9 tenths
	27 to 32 minutes	.5 tenths		57 to 60 minutes	1 hour

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

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Saturday																		
Sunday																		
Monday																		
Tuesday																		
Wednesday																		
Thursday																		
Friday																		
Total hours																		

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:
➔		