

**UNIVERSITY OF NORTH TEXAS
HOURLY EMPLOYEE TIMECARD - UPO 23**

Revised 2/2003

Name _____

SSN _____

Dept _____

Account # _____

Title _____

Budget Item # _____

Period Beginning	
Period Ending	

The University's Normal Work Week Begins at 12:01 A.M. Sunday and Ends at Midnight the following Saturday.

	1st Week Ending				2nd Week Ending				3rd Week Ending				4th Week Ending			
	Date	Time In	Time Out	Hrs Wk	Date	Time In	Time Out	Hrs Wk	Date	Time In	Time Out	Hrs Wk	Date	Time In	Time Out	Hrs Wk
S																
M																
T																
W																
TH																
F																
S																
	Total Hours				Total Hours				Total Hours				Total Hours			

Total hours of pay*	
Rate of pay	
Total Pay	

Award/Earnings limit	
Balance brought forward	
This months earnings	

For financial aid recipients only

**I Certify This
Time Card Is True
and Correct**

Employee Signature Date

Supervisor Signature Date

* Record "Total Hours for Pay" on the semi-monthly time sheet from Payroll

UPO-23 INSTRUCTIONS

Recording Responsibility:

The department account holder is ultimately responsible for insuring that a record of all hours worked is maintained on each hourly employee. The department account holder should designate an individual as the "Department (or area) Timekeeper", preferably a person who supervises the hourly employee(s). The Department Timekeeper is responsible for seeing that all employees record their "in" and "out" times on the Time Card each work day. All hours worked must be recorded daily. Inaccurate recording or hours worked may result in disciplinary action. For College Work-Study students falsification of the actual working hours is also a federal offense punishable by law. Time cards must be kept on file in the employing department for at least 5 years from the date of last entry.

Payroll Periods:

Pay periods for hourly employees are semi-monthly. Pay is either from the 1st through the 15th of the month, or from the 16th through the last day of the month. The "Total Hours for Pay" recorded on the Hourly Employee Time Card must also be recorded on the online Time Sheet. Refer to the notice of payroll deadlines that the Payroll Office sends to each department for the actual payroll deadline dates for authorizations (HRM-8) and tax cards (W-4); for Time Sheets; and for distribution of paychecks.

Directions for Completing the Time Card:

1. Record the date, the time checked "in" and "out", and the total number of hours worked each day.
2. Calculate the "Total Hours" for each week.
3. The "Total Hours of Pay" is calculated by adding together the total hours worked each week for the pay period.
4. The "Total Pay" is calculated by multiplying the "Total Hours for Pay" by "Rate of Pay" (the current hourly rate).
5. The time card must be signed in ink by both the employee and the supervisor.

Rounding of Minutes:

1 to 6 = .1	31 to 36 = .6
7 to 12 = .2	37 to 42 = .7
13 to 18 = .3	43 to 48 = .8
19 to 24 = .4	49 to 54 = .9
25 to 30 = .5	55 to 60 = 1.0

NOTE: Regular student employees should not work more than an average of 30 hours per week during the fall/spring terms. College work-study employees should not work more than an average of 20 hours per week. Hourly non-student employees should not work more than an average of 19 hours per week if employment extends beyond 4 months in any fiscal year. Time cards must be kept on file for at least 5 years from the date of the last entry.