

## Instructions for: Hourly Time Sheet

An Hourly Time Report can be printed out of SAP each week for hourly employees. However if an employee has not been entered into the system, these blank forms can be used.

Record absence/attendance hours for each day of the work week. All time must be recorded including days off. Listed below are the absence/attendance type codes. Direct questions concerning policy interpretation to your campus Human Resource area.

**Dept Use Only - Total by Wage Type:** The department time coordinator will complete this area. Totals by each wage type are required. A grand total of all hours recorded must be entered.

### ABSENCE AND ATTENDANCE TYPES TO BE USED FOR THE TIME RECORDING WAGE TYPE CODE

<b>ADM</b> Administrative Leave	<b>ONC</b> On Call Hours (UNL & UNK only)
<b>ARG</b> Ag Regular Hours (IANR only)	<b>OTD</b> Overtime Hours
<b>ATM</b> Ag Temporary Hours (IANR only)	<b>OSH</b> Overtime Shift Hours
<b>BAOW</b> Bad Weather-Declared by the University	<b>REG</b> Regular Hours
<b>BHOL</b> Banked Holiday Hours Earned	<b>ROPL</b> Regular Over Planned
<b>BKUS</b> Banked Holiday Used	<b>SC10</b> Shift Comp Hours Earned 10%
<b>CMU</b> Compensatory Time Used	<b>SC05</b> Shft Comp Hrs Earned 5% (UNK only)
<b>CME</b> Compensatory Hours Earned	<b>SHF</b> Shift Hours
<b>CRLV</b> Crisis Leave Used	<b>SCK</b> Sick Leave
<b>CSP</b> Contract Service Hours	<b>TEM</b> Tmp/Std Work Hours
<b>DOFF</b> Day Off	<b>UNPL</b> Unpaid Leave
<b>FLH</b> Floating Holiday Used	<b>VAC</b> Vacation Leave
<b>FNL</b> Funeral (Bereavement)	<b>WOCS</b> Work Comp Paid by State-Sick
<b>HOL</b> Holiday Pay	<b>WOCV</b> Work Comp Paid by State-Vac
<b>INJ</b> Injury Leave	<b>WSR</b> Work Study Acad Year Hrs
<b>JRCV</b> Jury Duty /Civil Leave	<b>WST</b> Work Study Summer (July)
<b>MIL</b> Military Leave	<b>WSS</b> Work Study Summer (June)
<b>OCM</b> Call Back Hours @\$1.00 per hour	

Time worked can be reported by the minute or fraction of hour as show on this scale:

Minutes	Hour Fraction
1	0.02
2	0.03
3	0.05
4	0.07
5	0.08
6	0.10
7	0.12
8	0.13
9	0.15
10	0.17
11	0.18
12	0.20
13	0.22
14	0.23
15	0.25

Minutes	Hour Fraction
16	0.27
17	0.28
18	0.30
19	0.32
20	0.33
21	0.35
22	0.37
23	0.38
24	0.40
25	0.42
26	0.43
27	0.45
28	0.47
29	0.48
30	0.50

Minutes	Hour Fraction
31	0.52
32	0.53
33	0.55
34	0.57
35	0.58
36	0.60
37	0.62
38	0.63
39	0.65
40	0.67
41	0.68
42	0.70
43	0.72
44	0.73
45	0.75

Minutes	Hour Fraction
46	0.77
47	0.78
48	0.80
49	0.82
50	0.83
51	0.85
52	0.87
53	0.88
54	0.90
55	0.92
56	0.93
57	0.95
58	0.97
59	0.98
60	1.00