The University of Georgia

BIWEEKLY TIME RECORD

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Meal Code

New DTL (x)
Del DTL (x)

Definitions and Instructions:

A time report must be completed and retained for all personnel covered (non-exempt) by Wage and Hour Law. Fill in Account Number, Pay Period Ending Information, Name, Last 4 Digits of SSN, Budget Position Information, Hourly Rate, Meal Code, and Number of Meals, on a blank sheet for new personnel not on the previous payroll.

Hours Worked - The total time actually worked, including regular hours and overtime. "Break time" is work time, meal periods are not. Time should be reported to the nearest tenth of an hour, i.e., 8.0, 4.5, 2.2, etc.

Coded Hours - a record of absences for which wage payments are authorized. Report the coded hours under the appropriate columns. The weekly total of coded time cannot exceed 40 hours. Coded hours should be reported in one of the following categories.

- PAID ANNUAL LEAVE
- PAID SICK LEAVE
- PAID HOLIDAY LEAVE
- PAID JURY DUTY
- PAID PHYSICAL EXAM
- PAID VOTING
- PAID MILITARY DUTY
- PAID INCLEMENT WEATHER, UGA DESIGNATED EMERGENCY

Definitions and Instructions:

- PAID ANNUAL LEAVE
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- PAID MILITARY DUTY
- PAID INCLEMENT WEATHER, UGA DESIGNATED EMERGENCY

Employee's Signature

Total hours were worked as indicated.

Date

Supervisor's Signature

Total hours were worked as indicated.

Date