

**THE UNIVERSITY OF TEXAS AT AUSTIN**

**Official Time Report  
FOR HOURLY EMPLOYEES**

PO-6 H  
Rev 1-87  
CoC 5-04

DEPARTMENT \_\_\_\_\_ NAME (in full) \_\_\_\_\_

UT EID: \_\_\_\_\_

SUBDIVISION \_\_\_\_\_ ACCT. # \_\_\_\_\_

PAY PERIOD BEGINNING \_\_\_\_\_ PAY PERIOD ENDING \_\_\_\_\_  
MONTH DAY YEAR MONTH DAY YEAR

Explanation	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total Hours
<b>WEEK 1</b>	HRS / MINS	HRS / MINS	HRS / MINS	HRS / MINS	HRS / MINS	HRS / MINS	HRS / MINS	
Total Hours Actually Worked								

Total Hours Worked in Excess of 40 (Prior Written Approval Required) \_\_\_\_\_  
 Authorized Compensatory Hours \_\_\_\_\_

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	
<b>WEEK 2</b>	HRS / MINS	HRS / MINS	HRS / MINS	HRS / MINS	HRS / MINS	HRS / MINS	HRS / MINS	
Total Hours Actually Worked								

Total Hours Worked in Excess of 40 (Prior Written Approval Required) \_\_\_\_\_  
 Authorized Compensatory Hours \_\_\_\_\_

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	
<b>WEEK 3</b>	HRS / MINS	HRS / MINS	HRS / MINS	HRS / MINS	HRS / MINS	HRS / MINS	HRS / MINS	
Total Hours Actually Worked								

Total Hours Worked in Excess of 40 (Prior Written Approval Required) \_\_\_\_\_  
 Authorized Compensatory Hours \_\_\_\_\_

**Total Hours For Pay Period**

**REMARKS:**

Minutes:  
 0.25 = 15 mins., 0.50 = 30 mins., 0.75 = 45 mins.



I certify the above to be a true and correct accounting of all time worked and absent time.

Employee Signature

Supervisor Signature