

The University of Oklahoma **BACK-DATED HOURLY TIME SHEET**. The time category codes are ordered alphabetically from left to right. (updated 08/06)

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:				Position#:			Rate of Pay:				Account #:				Object Code:			Week Ending:	
	ADM	CLS	CPA	CPT	ESL	FML	FMN	HOL	JRY	MIL	OJI	OVT	PEK	PLS	PLU	POV	RGR	TPL	
	Admin Leave	Class Hours	Comp Time Accrued	Comp Time Taken	Extended Sick Leave	FMLA W/ Pay	FMLA w/o Pay	Holiday Hours	Jury Leave	Military Leave	On-the-Job Injury	Overtime Hours	PEAK Hours	Scheduled Paid Leave	Unscheduled Paid Leave	PEAK Overtime	Regular Hrs. Worked	Term. Paid Leave	
Total																			

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Total																			

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: