

UNIVERSITY OF CALIFORNIA  
SAN FRANCISCO  
TIME RECORD

PREMIUM OVERTIME STATUS  
 ELIGIBLE       NOT ELIGIBLE

NAME \_\_\_\_\_

WORK WEEK:      STD.       OTHER \_\_\_\_\_

PERIOD COVERED \_\_\_\_\_

WORK SCHEDULE:      STD.       OTHER \_\_\_\_\_

DAY OF MO.	FUND SOURCE			HOURS ✓	EXCEPTIONS							EXCEPTIONS CODE									
	1	2	3		HOLIDAY LEAVE	VACA-TION LEAVE	SICK LEAVE	OTHER LEAVE (NOTE TYPE)	COMP. TIME OFF	OVER-TIME WORKED	LEAVE WITHOUT PAY	C	H	L	O	S	V	OL			
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TOTALS																		PREV. BALANCE	EARN	USAGE	NEW BALANCE
																		CT			
																	VL				
																	SL				
																	SUMMARY TOTALS				
																	REG. TIME	PAID LEAVE	REG. O.T.	PREM. O.T.	COMP. TIME USED

I CERTIFY THE ABOVE TIME IS CORRECT

APPROVAL(S)

EMPLOYEE SIGNATURE  
71455-142 (REV. 6/03 HR DMS)

(TITLE)

(TITLE)

(TITLE)

(INSTRUCTIONS ON REVERSE SIDE)

## INSTRUCTIONS

This time record is used to report attendance information for payroll purposes. University policy requires that this record be maintained accurately. The employee should sign the form at the bottom. Any erasures or changes should be initialed. All columns should be totaled.

Your established work schedule is indicated in the upper right portion of your time record. The standard (STD) work schedule is 8 hours per day on 5 consecutive days from 8 a.m. to 5 p.m. excluding 1 hour for lunch. If you have questions regarding this portion of the time record your supervisor will explain how it should be filled out.

## REPORTING

*Exception (Negative) Time Reporting:* The normal method of keeping time records is on the exception (negative) basis and requires that only exceptions to the employee's work schedule be entered on the Time Record. Employees record exception hours in the proper columns. For employees who are exempt from the Fair Labor Standards Act (FLSA) provisions regarding premium overtime and compensatory time off, holiday, vacation, sick leave and other leaves are recorded in one-day increments only (or in increments not less than that portion of a day during which an employee on less than full-time pay status is normally scheduled to work) in columns 5, 6, 7, 8 and 11. For employees subject to FLSA, all leave time must be reported to the nearest quarter hour. Other exceptions such as compensatory time off and overtime are recorded to the nearest quarter hour in columns 9 and 10. The Time Record should be approved by the employee's immediate supervisor.

*Positive Time Reporting:* The Time Record provides column 4 marked ( ✓ ) in which an employee records regular hours worked in addition to the exceptions noted above. For FLSA non-exempt employees, time worked is reported to the nearest quarter hour. This Time Record should be approved by the employee's immediate supervisor.

## TIME RECORDING

You will note that the first day of the month is printed on the 8th line of the form. Since, in many cases, your Time Record must be submitted prior to the end of the pay period in order to prepare pay checks, the first seven lines are provided to record any exceptions to your established work schedule not reported on your time record for the previous month.

If you are required to use the positive time reporting method, please record the total hours worked each day in the corresponding days of the month under the "✓" marked column, e.g. if you worked 8 hours on the 14th of the month then write "8" in the corresponding box for the 14th of the month. If your salary is supported by more than one fund source (and you are required to report your time worked by fund source for internal management reasons or because you are paid from a non-Federal award which requires such reporting) identify those funds in the headings of columns 1 and 2 (and 3 if applicable) and enter in each column the number of hours worked each day that applied to those funds.

If your salary is paid from a Federal grant or contract you must complete a Personal Activity Report (PAR) certifying the percent of your total effort applicable to each Federal agreement. In such cases it is not also necessary to report on the Time Record the hours of work applicable to each Federal fund source. The total hours worked may be reported under the "✓" marked column if you are required to report your time using the positive method.