

TEXAS TECH – TTUHSC and TTU System

REPORT OF HOURS WORKED FOR HOURLY EMPLOYEES

(Not for TTU)

Week 1 Begin Date: _____

Week 2 Begin Date: _____

SOC SEC # _____

Account # _____

Name (L,F,M) _____

Job Class Code _____

Rate _____

Title _____

Week 1 Dates		Hours Worked	Sick	Vacation	Holiday	Emergency	Holiday Comp Used	Other		Other	
								Code	Hours	Code	Hours
	SUN										
	MON										
	TUES										
	WED										
	THUR										
	FRI										
	SAT										

Week 1 Hours

	00	02	03	04	07	09		
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Hours Worked Allocation

	00 Worked 40 or less	01 Worked over 40	<ul style="list-style-type: none"> When the WEEK 1 hours actually worked are 40 or less, enter those hours in box 00. Box 01 should be left blank. When the WEEK 1 hours actually worked are over 40, enter '40' in box 00. Enter the actual hours worked over 40 in box 01. 	Total Hours to be paid
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Week 2 Dates		Hours Worked	Sick	Vacation	Holiday	Emergency	Holiday Comp Used	Other		Other	
								Code	Hours	Code	Hours
	SUN										
	MON										
	TUES										
	WED										
	THUR										
	FRI										
	SAT										

Week 2 Hours

	00	02	03	04	07	09		
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Hours Worked Allocation

	00 Worked 40 or less	01 Worked over 40	<ul style="list-style-type: none"> When the WEEK 2 hours actually worked are 40 or less, enter those hours in box 00. Box 01 should be left blank. When the WEEK 2 hours actually worked are over 40, enter '40' in box 00. Enter the actual hours worked over 40 in box 01. 	Total Hours to be paid
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I acknowledge the payroll time reported on this form is true and correct. The effort reported represents a reasonable estimate of my effort for the period/account indicated and this along with others under the above social security number relate to my total effort.

Signature of Employee

I certify the hours reported on this form are true and correct to the best of my knowledge and the information concerning work times and absence is in accordance with Texas Tech policy.

Signature of Supervisor