



Hourly Timesheet Instructions

Record attendance/absence hours each day of the work week. All time must be recorded including days off. Listed below are the absence/attendance type codes. Direct questions concerning policy interpretation to your campus Human Resources area.

Dept. Use Only- Total by Wage Type- The department time coordinator will complete this area. Totals by each wage type are required. A grand total of all hours recorded must be entered.

Absence and Attendance Types to be Used for the Time Recording Wage Type Code					
ADM	Administrative Leave	OTD	Overtime Hours	FNL	Funeral (bereavement)
BADW	Bad Weather-Declared by University	OSH	Overtime Shift Hours	HOL	Holiday Pay
BHOL	Banked Holiday Hours Earned	REG	Regular Hours	INJ	Injury Leave
BKUS	Banked Holiday Hours Used	ROPL	Regular Over Planned	JRCV	Jury Duty/Civil Leave
CMU	Compensatory Time Used	SC10	Shift Comp Hours Earned 10%	MIL	Military Leave
CME	Compensatory Time Earned	SHF	Shift Hours	WOCV	Work Comp Paid by State- Sick
CRLV	Crisis Leave Used	SCK	Sick Leave	WOCV	Work Comp Paid by State- Vac
CSP	Contract Service Hours	TEM	Temp/Std Work Hours	WSR	Work Study Acad Year Hrs.
DOFF	Day off	UNPL	Unpaid Leave	WST	Work Study Summer (July)
FLH	Floating Holiday Used	VAC	Vacation Leave	WSS	Work Study Summer (June)

Time worked can be recorded by minute or fraction of an hour as shown on this scale.

Minutes	Hour Fraction	Minutes	Hour Fraction	Minutes	Hour Fraction	Minutes	Hour Fraction
1	0.02	16	0.27	31	0.52	46	0.77
2	0.03	17	0.28	32	0.53	47	0.78
3	0.05	18	0.30	33	0.55	48	0.80
4	0.07	19	0.32	34	0.57	49	0.82
5	0.08	20	0.33	35	0.58	50	0.83
6	0.10	21	0.35	36	0.60	51	0.85
7	0.12	22	0.37	37	0.62	52	0.87
8	0.13	23	0.38	38	0.63	53	0.88
9	0.15	24	0.40	39	0.65	54	0.90
10	0.17	25	0.42	40	0.67	55	0.92
11	0.18	26	0.43	41	0.68	56	0.93
12	0.20	27	0.45	42	0.70	57	0.95
13	0.22	28	0.47	43	0.72	58	0.97
14	0.23	29	0.48	44	0.73	59	0.98
15	0.25	30	0.50	45	0.75	60	1.00