## UCR POLICY AND PROCEDURES MANUAL

**Policy/Procedure No:** 200-01  
**Page:** Attachment 1, Page 1  
**Date:** September 15, 1995

### UNIVERSITY OF CALIFORNIA RIVERSIDE

#### TIME RECORD

**UPAY 10CR (R05/95)**

**Name:**  
**Emp. Id.:**  
**Pay Schedule:**  
**Dept.:**  
**Month/Year:** May 1995  
**Premium Overtime Status:** Eligible  
**Eligible:**  
**Not Eligible:**

<table>
<thead>
<tr>
<th>DAY OF MONTH</th>
<th>1</th>
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<th>4</th>
<th>5</th>
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<th>8</th>
<th>9</th>
<th>10</th>
<th>11</th>
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<tbody>
<tr>
<td>HOURS WORKED</td>
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<td>OVERTIME &amp; LEAVE TIME HOURS</td>
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<td>VACATION LEAVE</td>
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<tr>
<td>SICK LEAVE</td>
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<td>COMP TIME OFF</td>
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<td>LEAVE WITHOUT PAY</td>
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<td>OTHER LEAVE TYPE</td>
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</tbody>
</table>

### DEPARTMENTAL USE

**DESCRIPTION OF SERVICE CODES (DOS)**

- REG = Regular Time
- OTP = Overtime Premium
- OTS = Overtime Straight
- VAC = Vacation Taken
- SKL = Sick Leave Taken
- CTO = Comp Time Taken
- PTO = Trip Bonus Leave Taken
- VLA = Vacation Accrued
- SLA = Sick Leave Accrued
- CTA = Comp Time Accrued
- CNP = Comp Time Paid
- TRM = Terminal Vacation Paid
- FTT = Terminal Trip Bonus Paid

### OTHER LEAVE TYPES

- **F** = Family Sick Leave  
- **M** = Military Leave  
- **D** = Death in Family Leave  
- **RM** = Family Medical Leave  
- **N** = Leave Without Pay  
- **J** = Jury Duty  
- **E** = Election Young Time  
- **H** = Holiday Leave

### ADD 04

**ACCOUNT:**  
**ADD ON:**  
**ADD ON:**

<table>
<thead>
<tr>
<th>ACCOUNT</th>
<th>EARNED</th>
<th>TAKEN</th>
<th>BALANCE</th>
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</thead>
<tbody>
<tr>
<td>VACATION</td>
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<tr>
<td>SICK LEAVE</td>
<td>356.50</td>
<td>6.00</td>
<td>362.50</td>
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<tr>
<td>COMP TIME</td>
<td>436.25</td>
<td>8.00</td>
<td>444.25</td>
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<tr>
<td>TRM</td>
<td>12.60</td>
<td>60.00</td>
<td>77.60</td>
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<tr>
<td>TOTAL</td>
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</tbody>
</table>

### ADD 05

**MAX VAC LIMIT:**  
**MAX VAC EARNED/MO:**  
**MAX SICK LV EARNED/MO:**

I CERTIFY THE ABOVE TIME IS CORRECT  
APPROVAL(S):  

EMPLOYEE SIGNATURE  
INSTRUCTIONS ON REVERSE SIDE

RETENTION PERIOD: 5 YEARS.
INSTRUCTIONS

This time record is used to report attendance information for payroll purposes. University policy requires that this record be maintained accurately. The employee's name should be printed on the "name" line at the top of the form and the employee should sign the form at the bottom. Any changes or corrections should be initialed. All columns should be totaled.

The standard 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 Time Reporting: The normal method of keeping time records is on an exception 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 is on less than full-time pay status is normally scheduled to work) in column 6, 7, 8, 10 and 11. For employees subject to FLSA, all leave time must be reported to the next quarter hour in columns 5 and 8. The Time Record should be approved by the employee's immediate supervisor.

Positive Time Reporting: The Time Record provides columns 1, 2, 3 and 4 in which an employee records regular hours worked in addition to the exceptions noted above. For FLSA non-exempt employees, time work is reported to the nearest quarter hour. The Time Record should be approved by the employee's supervisor.

Employees who are exempt from FLSA do not receive overtime compensation or compensatory time off. Employees who are non-exempt from FLSA are eligible for premium overtime for hours worked which exceed forty hours of actual work in a workweek or equivalent compensatory time off.

TIME RECORDING

You will note that the first day of the month is printed on the first 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 column 4, 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 were applied to those funds.

If your salary is paid from a Federal grant or contract you must complete a Personnel 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 column 4 if you are required to report your time using the positive method.