



Payroll Services

Form 1-5B

09/05/2017

Hourly Employee Time Record

Gia Dao

1001747062

EMPLOYEE NAME

EMPL ID

MAIL-TO BOX #

PLTL Leader

ASC

1 / 1 5 / 2 0 2 2

EMPLOYEE TITLE

DEPT

TITLE CODE

PERIOD ENDING

TIME RECORD PAID ON	% 100	\$11.00	TIME RECORD DUE IN
	% OF TIME	RATE	

Optional Departmental Use:

MAX W/S ALLOWED

WORKSTUDY BALANCE

AS OF

TO TERMINATE A WORK STUDY APPOINTMENT PLEASE FORWARD A SEPARATION FORM TO HUMAN RESOURCES.

DAY	SAT	SUN	MON	TUE	WED	THUR	FRI	SAT
DATE	1/1	1/2	1/3	1/4	1/5	1/6	1/7	1/8
	IN	OUT	IN	OUT	IN	OUT	IN	OUT
AM								
PM								
TOTAL								

DAY	SUN	MON	TUE	WED	THUR	FRI	SAT
DATE	1/9	1/10	1/11	1/12	1/13	1/14	1/15
	IN	OUT	IN	OUT	IN	OUT	IN
AM						9:00	
PM						1:00	
TOTAL						4	

TO BE PAID, EMPLOYEE AND SUPERVISOR MUST SIGN TIME RECORD.

TIME RECORDS MUST BE COMPLETED IN INK.

SUPERVISOR MUST INITIAL ALL CHANGES IN INK.

ACCURACY IS ESSENTIAL

		4	.	0	0	Regular Hours Worked
						Hours Absent with Pay
		4	.	0	0	Subtotal

(SUBTOTAL SHOULD NOT EXCEED TOTAL HOURS APPOINTED)

						O/T Hours to be Paid
						S/T Hours to be Paid
						Comp O/T Hours Earned
						Comp S/T Hours Earned
		4	.	0	0	Total Hours Reported

MODIFICATION TO THIS FORM IS STRICTLY PROHIBITED

I CERTIFY THAT THIS IS A CORRECT AND COMPLETE RECORD OF THE HOURS WORKED THIS PAY PERIOD.

EMPLOYEE SIGNATURE: Gia Dao

SUPERVISOR SIGNATURE:

You may be entitled to know what information UT Arlington collects concerning you. You may review and have UT Arlington correct this information according to procedures set forth in UT System Administration UTS139. The law is found in sections 552.021, 552.023 and 559.004 of the Texas Government Code.