University of Illinois at Urbana-Champaign

# DAILY TIME REPORT

BA Form P11 Rev 8/81 This report must be kept for a period of three years.

11-48-4290

| Name Printed Last | First | M | FOR TWO WEEK PERIOD | BEGIN | END |
|---|---|---|---|---|---|
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| Account | Shift | Code for ABS Hrs. | Totals | | Sun. | | Mon. | | Tues. | | Wed. | | Thurs. | | Fri. | | Sat. | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | Hrs. | O/T | Hrs. | O/T | Hrs. | O/T | Hrs. | O/T | Hrs. | O/T | Hrs. | O/T | Hrs. | O/T | Hrs. | O/T |
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| Comp Time Used | | O | | | | | | | | | | | | | | | | |
| Holiday | | H | | | | | | | | | | | | | | | | |
| Vacation | | V | | | | | | | | | | | | | | | | |
| Sick Leave | | S | | | | | | | | | | | | | | | | |
| Totals | | | | | | | | | | | | | | | | | | |
| Comp Time Earned | | | | | | | | | | | | | | | | | | |
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| Account | | Code | Totals | | Sun. | | Mon. | | Tues. | | Wed. | | Thurs. | | Fri. | | Sat. | |
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| Comp Time Used | | O | | | | | | | | | | | | | | | | |
| Holiday | | H | | | | | | | | | | | | | | | | |
| Vacation | | V | | | | | | | | | | | | | | | | |
| Sick Leave | | S | | | | | | | | | | | | | | | | |
| Totals | | | | | | | | | | | | | | | | | | |
| Comp Time Earned | | | | | | | | | | | | | | | | | | |
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Employee Signature _____ Departmental Approval _____

| COMPENSATORY TIME | | | Clock Hrs. |
|---|---|---|---|
| Balance from Prior Time Report | | | . |
| Add: Earned This Pay Period | Clock Hrs. × | Overtime Rate = | . |
| Less: Used This Pay Period | | | . |
| Balance | | | . |
| Note: Balance may not exceed twice the weekly hours normally scheduled. | | | |

Conversion chart for minutes to tenths of hours.

| | | | |
|---|---|---|---|
| 1–2 min.–.0 | 15–20 min.–.3 | 33–38 min.–.6 | 51–56 min.–.9 |
| 3–8 min.–.1 | 21–26 min.–.4 | 39–44 min.–.7 | 57–60 min.–1. |
| 9–14 min.–.2 | 27–32 min.–.5 | 45–50 min.–.8 | |

Descriptions and codes for paid absences

| | |
|---|---|
| F–funeral leave | V–vacation |
| J–jury duty | S–sick leave |
| M–military leave | O–other paid absence |

**INSTRUCTIONS FOR FILLING OUT DAILY TIME REPORT**

1. Each week of the bi-weekly period is entered separately.
2. In the column headed "Account," list the account number(s) against which your work is to be charged. If you take a paid absence, you should enter the name and code number of the absence (vacation and sick leave are already entered for you since they are the most frequently used).
3. For each day of the week you work, enter the hours worked (or paid absence taken) opposite the account code (or description). You should enter the hours in the "Hrs." column in clock hours (that is, the total hours which apply figured in lapsed time with no conversion for overtime). This hours figure should include any overtime hours due to you. For example, if you worked 9 hours on an account, you should enter 9 in the hours column even though 1 hour was overtime. Minutes should be entered in tenths of hours from the table.
4. If daily overtime is due to you on any day and you do not take compensatory time earned, enter the hours of overtime in the "O/T" column opposite the account to which they were charged. If the overtime is earned compensatory time, enter the overtime on the "Comp. Time Earned" line. Again, the overtime hours are entered in clock hours (that is, the actual hours of lapsed time worked). For example, if you worked 9 hours on an account, you should enter 1 in the "O/T" column. Use tenths of hours here also.
5. If you take time off without pay, make no entries on the time report.
6. At the end of the week, total the hours and O/T hours for each account (or paid absence) and each day.

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