

**TT THE UNIVERSITY OF MICHIGAN  
TEMPORARY, WORK STUDY, SPONSORED RESEARCH - BI-WEEKLY TIME REPORT**

Pay Date: \_\_\_\_\_

Pay Period: \_\_\_\_\_ through \_\_\_\_\_

Employee ID: \_\_\_\_\_

Employee Record Nbr: \_\_\_\_\_

Employee Name: \_\_\_\_\_

Department: \_\_\_\_\_

**Employee Instructions:**

Enter the Time Report Code, Shortcode and the number of hours pertaining to that combination in the proper day(s). Total the hours on each line in the "Total Hours" column. Enter fractional hours in decimal form on a tenth of an hour basis. Enter the tenths position including zero. Overtime at 1.5 times the hourly rate is paid for only those hours worked over 40 in a week. Use time report code HWT for hours worked on a holiday that are to be paid at 1.5 times the hourly rate.

Time Report Code	Shortcode	Cash Adj.	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total Hours

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Departmental Authorization Signature \_\_\_\_\_ Phone \_\_\_\_\_

Departmental Authorization Printed Name \_\_\_\_\_ Email \_\_\_\_\_

*Signature and phone number of the department's authorized signer is necessary (see SPG 518.1 regarding employee signatures).*

**INSTRUCTIONS FOR TEMPORARY TIME REPORT**

For a new hire, or when a preprinted form is not available, use a blank form and enter the Paydate, Pay Period From and Thru dates, Employee ID, Employee Record number, Employee Name, Department ID, Department Name, Job Code, Job Name and the Hourly Rate of pay.

Enter the time report code, Short Code and Short Code Description and the number of hours pertaining to that combination in the proper day(s). Total the hours on each line in the Total Hours column.

Time Report Code	Time Report Description
REG	Regular Hours Worked
OTP	Overtime at 1.5 times hourly rate
HWT	Work on Holiday at 1.5 times hourly rate
ONC	On Call Hours
ESA	Evening Shift - Reg
ESB	Evening Shift - OT
NSA	Night Shift - Reg
NSB	Night Shift - OT
CAT	Cash Adjustment
HPB	Hospital Bonus
PSB	Patient Sitter Business

1. You must complete a separate time report for each two-week period. Use a black ballpoint pen.
2. The Pay Period Thru date is the second week of the pay period.
3. Enter fractional hours in decimal form on a tenth of an hour basis. Enter the tenths position including zero.

**CONVERSION CHART- Minutes to Tenth of an hour basis**

Minutes	Tenths	Minutes	Tenths
1-6	.1	31-36	.6
7-12	.2	37-42	.7
13-18	.3	43-48	.8
19-24	.4	49-54	.9
25-30	.5	55-60	1.0

4. Overtime at 1.5 times the hourly rate is paid for only those hours worked over 40 in a week. Use time report code HOT for hours worked on a holiday that are to be paid at 1.5 times the hourly rate.

5. Signature and phone number of the department's authorized signer is necessary. (See SPG 518.1 regarding employee signature).

6. Preprinted forms are only created when 1) time has been submitted and paid on the second previous pay period; 2) for a newly hired employee or 3) a new job has been added for an existing employee.

7. Appropriate personnel paperwork must be submitted to terminate this job or to change the pay rate.

**FOR QUESTIONS ON PAY INPUT, REFER TO THE "PAYROLL DEPARTMENT" LISTING IN THE STAFF DIRECTORY FOR THE PROPER PHONE NUMBER.**