RT THE UNIVERSITY OF MICHIGAN - FINOPS PAYROLL OFFICE REGULAR, NON-EXEMPT - BIWEEKLY TIME REPORT

Enter fractional hours in decimal form on a tenth of an hour basis.

ay Date:			_				Excepti	on Time			
Pay Period: through	Date	Day	Reg Hours Worked	Hours	Report Code	Hours	Report Code	Hours	Report Code	Hours	Report Code
Employee ID:											
Employee Record Nbr:		Sun									
Employee Name:											
Department:		Mon									
Appointment Information		Tue									
Shortcode Shortcode Description	Effort	Wed									
		Thu									
Total Effort:		Fri									
Leave Balances	Balance	Sat									
L Leave I Iaii Type Desci	Balance	Sun									
		Mon									
¬		Tue									
"X" this box to NOT have excess sick time the balance of your accumulated vacation time.		Wed									
authorize the following deductions from my aycheck as necessary; vacation, PTO, sick or fa are taken in excess of my balance; excused or	nmily	Thu									
nexcused absence and reimbursement for militative.	ary	Fri									
Imployee Signature Date		Sat									
	Tota	1 Hours									
upervisor Signature Dhone	•										

INSTRUCTIONS FOR BI-WEEKLY AITENDANCE REPORT

For a new hire, transfer or when a preprinted form is not available, use a blank form and print the Paydate, Pay Period from and to date, Employee ID, Employee Record Number, Employee Name, Department ID; Department Name, Short Code {s} and effort for each short code.

- 1. "Hours Worked" column Enter actual hours worked per your work schedule. Do not enter overtime here.
- 2. Shift Hours Enter the number of shift hours in the "Exception Time" area with the proper time reporting code (see codes below).
- 3. "Exception Time" area Exception time includes Paid Time Off, Holiday, Overtime and absence without pay among others. Exception time reporting codes and descriptions appear below.
- 4. Scheduled Days Off On days when you are not scheduled to work, leave those days blank except for recording holiday pay per SPG 201.26.
- 5. The time Report must be signed by the Department's authorized signer, the phone number entered, and returned to the Payroll Office.

Enter fractional hours in decimal form on a tenth of an hour basis.

CONVERSION CHART- Minutes to Tenth of an hour basis

Minutes:Seconds	Tenths	Minutes:Seconds	Tenths
0-5.59	0.0	33-38:59	0.6
6-9	0.1	39-44:59	0.7
9.01-15	0.2	45-50:59	0.8
15:01-21	0.3	51-54	0.9
21:01-27	0.4	54:01-60	1.0
27:01-32:59	0.5		

For time entry questions, refer to the Contact Payroll tile on the Payroll website at payroll.umich.edu or email payroll@umich.edu.

EXCEPTION CODES/DESCRIPTIONS*

	TION CODES/DESCRIT TIONS
CAT	Cash Adjustment
CBP	Call Back Pay
DBT	Double Time
ECA	Emergency Reduct Absence
ECO	Emergency Reduct OverAppt 1.0
ECT	Emergency Reduct Overtime 1.5
ECW	Emergency Reduct Worked
EDU	Educational Time
EMW	Emergent Work
ESA	Afternoon Shift 1.0
ESB	Afternoon Shift 1.5
ESF	Extended Sick Full Pav
ESH	Extended Sick Half Pav

GENERICBW

FLB Float Bonus FRL Funeral Time HOL Holiday HOM Holiday on Off Dav - Add'l Pav HOV Holiday on Off Dav - Add'l VAC HSB Holiday Worked 1.0 HWR Holiday Worked 1.5 JRD Jurv Dutv MIL Militarv Service NSA Night Shift 1.0 NSB Night Shift 2.0 OCB On Call Back OLP 1/2 Time Overlap ONC On Call Hours OTB One Time Bank OTP Overtime 1.5 OTR OverAppt Regular 1.0 PTB Paid Time Off Sell Back PTS Paid Time Off Unscheduled SEA Season Day SEW Season Time Worked/Vac SCK Sick, Preventative SCL Sick, Illness/Injury SKF Familv Care SPC Special Schedule OT AFSCME UET Unexcused Time UBS Union Business UNV University Business VAC Vacation WDT Weekend Day Shift Prem 1.5 WNT Weekend Night Shift Prem 1.5 WNT Weekend Night Shift Prem 1.5	ETW	Excused Time - Without Pav
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WSD Weekend Day Shift Prem 1.0	WSD	Weekend Day Shift Prem 1.0
WSE Weekend Aftrnoon Shift Prem 1.0		Weekend Aftrnoon Shift Prem 1.0
WSN Weekend Night Shift Prem 1.0	WSN	Weekend Night Shift Prem 1.0

^{*} This is a subset of time reporting codes. For a complete list, please refer to the Time Reporting Codes and Earnings Codes by Workgroups spreadsheet under Forms and Tables on the Payroll Office website at payroll.umich.edu