



**TEXAS A&M**  
**UNIVERSITY**  
**KINGSVILLE**

# BI-WEEKLY TIME REPORT

- FOR HOURLY & NON-EXEMPT EMPLOYEES

1. First Name	MI	Last Name	2. Social Security #
3. Source Department	4. PIN #		5. ADLOC

6. 1 <sup>ST</sup> week of Pay Period Starting (Date) / /				7. 2 <sup>nd</sup> Week of Pay Period Starting (Date) / /			
8. Week Day	A. Date	B. Time Worked	C. Daily Total Hours	Week Day	A. Date	B. Time Worked	C. Daily Total Hours
Sunday	/ /			Sunday	/ /		
Monday	/ /			Monday	/ /		
Tuesday	/ /			Tuesday	/ /		
Wednesday	/ /			Wednesday	/ /		
Thursday	/ /			Thursday	/ /		
Friday	/ /			Friday	/ /		
Saturday	/ /			Saturday	/ /		
1 <sup>st</sup> Week Total Hours			D.	2 <sup>nd</sup> Week Total Hours			D.
<b>INSTRUCTIONS</b> Items 1-5 Enter information as it appears on the payroll document or budget. Item 6-7 A payroll period is two weeks in length and always starts on a Sunday. Enter the date of the first Sunday of the payroll period in Item 6. Enter the date of the second Sunday of the payroll period in item 7.  Items 8. Workweek Calendar. A.Date. Record the actual date when worked. B.Time Worked. Record daily the time actually worked, to the nearest quarter hours.				C.Daily Hours Worked. Add the number of hours actually worked during the day.  D.Week Total Hours. Add the number of hours actually worked in this week.  <b>SIGNATURES</b>  Employee's Signature. The employee 's signature is optional. Supervisor's Signature. Each time report must be signed by the employee's supervisor.			

Employee's Signature. I certify that the hours reported on this form are true and correct.

Supervisor's Signature. I certify that the hours reported on this form are true and correct to the best of my knowledge and that work times and absences are in accordance with university policy.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Supervisor's Signature