

UNIVERSITY OF TULSA  
Two-week Time Report for Students and Temporary Employees

<b>LAST NAME</b>				<b>FIRST</b>				<b>PERIOD STARTING</b>		
<b>ID NUMBER</b>							<b>PERIOD ENDING</b>			
<b>FIRST WEEK</b>										
DAY	IN	OUT	IN	OUT	IN	OUT	HOURS WORKED	REGULAR HOURS	OVERTIME HOURS	
SUN.										
MON.										
TUES.										
WED.										
THURS.										
FRI.										
SAT.										
<b>FIRST WEEK TOTALS</b>										
<b>SECOND WEEK</b>										
DAY	IN	OUT	IN	OUT	IN	OUT	HOURS WORKED	REGULAR HOURS	OVERTIME HOURS	
SUN.										
MON.										
TUES.										
WED.										
THURS.										
FRI.										
SAT.										
<b>FIRST WEEK TOTALS</b>										
<b>TWO WEEK TOTALS</b>										
<b>HOURLY RATE</b>										
<b>TOTAL AMOUNT OWED</b>										
<b>ACCOUNT NUMBER (15 DIGITS)</b>										
<b>THIS SECTION IS ONLY NEEDED FOR MORE THAN ONE ACCOUNT OR RATE - ALL HOURS MUST BE LISTED IF SPLIT</b>										
<b>ACCOUNT NUMBER (15 DIGITS)</b>							HOURS WORKED	HOURLY RATE(S)	TOTAL AMOUNT DUE	
<b>TOTAL FOR SPLIT ACCOUNTS/RATES</b>										
I CERTIFY THAT THIS IS A CORRECT STATEMENT OF THE HOURS WORKED DURING THE WEEKS INDICATED.							TWO WEEK TOTAL HOURS WORKED	HOURLY RATE	TWO WEEK TOTAL AMOUNT DUE	
<b>EMPLOYEE'S SIGNATURE/APPROVAL</b>					<b>DATE PREPARED</b>					
<b>SUPERVIORS'S NAME</b>					<b>SUPRV. PHONE</b>					
<b>SUPERVISOR'S SIGNATURE/APPROVAL</b>					<b>DATE PREPARED</b>					
ALL TIME WORKED MUST BE ACCURATELY REPORTED. FALSIFICATION OF TIME REPORT IS JUSTIFICATION FOR DISCIPLINARY ACTION.										
<b>RETURN TO PAYROLL BY NOON ON MONDAYS FOLLOWING THE END OF THE TWO-WEEK PAY PERIOD.</b>										