

## TIME REPORT FOR HOURLY PAID TAMUQ EMPLOYEES

*With few exceptions, you have the right to request, receive, review and correct information about yourself collected using this form.*

1. First Name _____ Last _____ Title _____ UIN _____			
2. Pay Period Start Date _____ Date _____		3. Pay Period End Date _____ Date _____	
4. Week Day	a. Date (mm/dd/yy) (ex 12/31/15)	b. Hours Worked (ex 4.25)	
Sunday			
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
	<b>1<sup>st</sup> Week Totals:</b>	c.	
			<b>2<sup>nd</sup> Week Totals:</b> c.
5. Rate of Pay: _____ per hour (in US dollars)		6. Maximum hours allowed per offer: _____ hours	
Employee Signature. I certify that the hours reported on this form are true and correct.  _____  Date _____		Supervisor 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 System policy.  _____  Print Name _____	

### INSTRUCTIONS

- 1: Enter information as it appears on the Employment Agreement.
- 2: Enter the date of the Thursday of the first week in the payroll cycle.
- 3: Enter the date of the last Wednesday in the payroll cycle.

- a. A payroll period is two weeks in length and runs from Thursday-Wednesday.
- b. For a list of the payroll cycles click [here](#).
- c. If you did not work during a full week of a payroll cycle, then the week should be left blank.

#### 4: Workweek Calendars

- a. Date: Date hours were worked.
- b. Hours Worked: Record daily the number of hours actually worked, to the nearest quarter hour.
- c. Total number of hours worked in that week.

5: Enter the hourly rate of pay as it appears on the Employment Agreement.

6: Enter the maximum weekly hours as it appears on the Employment Agreement.

If you have any questions about this form or anything related to TAMUQ payroll, please contact payroll@qatar.tamu.edu