

# HOURLY PAYROLL REPORTING FORM



University of North Dakota - Payroll Office - 312 Twamley Hall - 264 Centennial Drive Stop 7127, Grand Forks, ND 58202-7127

\* Insert the position number you were hired. Check with Office Manager or supervisor if unsure.

EMPL ID	LAST NAME	FIRST NAME	M.I.	POS #
				XXXXXXX
DEPT #	DEPARTMENT NAME	PERIOD BEGINNING	PERIOD ENDING	
1040	ATHLETICS	January 16, 2017	January 31, 2017	

- \* Make sure the dates are either the 1st through the 15th or 16th through the 31st or end of month.

\* When totaling hours for a week, only carry over the week total and place by the H01 in the Hours column.

\* January 16th was MLK Jr day - a holiday. If you work on a holiday you need to write **Yes Worked** in the Combo Code column.

\* This day, there was a break in hours so no need to indicate **No Break** when its over 8 hours.

\* If you work more than 8 hours without an actual break, you need to write **No Break** in the Combo Code column.

\* Make sure both totals in both columns equal each other.

First Week							Week Totals		
Day	Date	In	Out	In	Out	Hours	Combo Code	Ern Cd	Hours
Sun	Pre.Per								
Mon	1/16/17	4:00 PM	7:00 PM			3.00	Yes Worked U17000-1040-O	H01	19.00
Tue	1/17/17								
Wed	1/18/17								
Thu	1/19/17	9:00 AM	5:00 PM			8.00			
Fri	1/20/17	9:00 AM	5:00 PM			8.00			
Sat	1/21/17								
						19.00			19.00

Second Week							Week Totals		
Day	Date	In	Out	In	Out	Hours	Combo Code	Ern Cd	Hours
Sun	1/22/17	4:00 PM	7:00 PM			3.00			
Mon	1/23/17	10:00 AM	1:00 PM			3.00	U17000-1040-O	H01	32.00
Tue	1/24/17	10:00 AM	1:00 PM	2:00 PM		3.00			
Wed	1/25/17								
Thu	1/26/17	10:00 AM	12:00 PM	2:00 PM	9:30 PM	9.50			
Fri	1/27/17								
Sat	1/28/17	11:00 AM	9:30 PM			10.50	No Break		
						29.00			32.00

Third Week							Week Totals		
Day	Date	In	Out	In	Out	Hours	Combo Code	Ern Cd	Hours
Sun	1/29/17								
Mon	1/30/17	12:00 PM	5:00 PM			5.00	U17000-1040-O	H01	7.00
Tue	1/31/17	3:00 PM	5:00 PM			2.00			
Wed	Per. End								
Thu	Per. End								
Fri	Per. End								
Sat	Per. End								
						7.00			7.00

Fourth Week						Week Totals			
Day	Date	In	Out	In	Out	Hours	Combo Code	Ern Cd	Hours
Sun	Per. End						U17000-1040-O	H01	
Mon	Per. End								
						0.00			0.00

<b>Total Pay Period Hours Worked</b>	<b>55.00</b>	<b>←-----These Totals must Equal-----→</b>	<b>58.00</b>
--------------------------------------	--------------	--	--------------

**Earnings Code (Ern Cd) List (Partial) - See Earnings Code list on Web for Complete List**

H01 Regular Pay	H30 Sick Leave	H34 Holiday	H37 Jury Duty
H03 Overtime	H31 Dep Sick	H35 Funeral	H33 Comp Time Taken
H14 Workstudy	H32 Annual Leave	H36 Military Lv-Pd	H53 Comp Time Earned

Dept Contact Person

Bert Klamm

Phone:

7-2713

*I certify that this is a true statement of hours worked for the University of North Dakota and leave taken during the payroll period listed.*

Employee Signature

Date \_\_\_\_\_

Supervisor Signature

Date \_\_\_\_\_

Form with Formulas-Revised 7/1/2011