PROCEDURES FOR USE, PREPARATION AND HANDLING OF
DAILY TIME RECORD

The Daily Time Record must be completed as follows:

1.   Employee Information

- Enter social security number in the Employee Social Security Number line (no dashes necessary).
- Enter employee name in the Employee Name line.
- Enter department number (ex. A4700) in the Dept. No. line.
- Enter beginning of pay period in the Begin Date line.
- Enter ending of pay period in the End Date line.

2.   Employee Hours Worked

- Enter job code (ex. F) in the Job Code box (1st line).
  - This will automatically fill in the job code for week 2.
- Enter assignment code (ex. 4) in the Assign Code box.
  - This will automatically fill in the Assign Code box for week 2.
    - If more than one line is used, it is not necessary to enter this again. This number will be automatically input.
- Enter earnings code in the Earn Code box (a list of earnings codes is at the bottom of the sheet).
  - This will automatically fill in the Assign Code box for week 2.
- Enter number of hours worked Monday through Friday for the earnings code.
  - Enter for both weeks 1 and 2.
- Repeat above steps if more than one earnings code is listed.

3.   Summary Data Information

- All summary data information will be automatically placed in the lower boxes.
  - Check all information, including…
    - Job Code (this will be the same job code input on week 1).
    - Hours (this will be the total hours for both weeks).
    - Earn Code (this will be the earnings code input on week 1).
    - Pay ID (this will usually be "R" for regular…the other choice is "X" for extra payroll).
    - Assign Code (this will be the assignment code input on week 1).

4.   Signatures

- Obtain the employee's signature, and the supervisor's signature.

Next, go to HRS Screen M52 (Time Input, Current), and complete it for this employee.

For additional information regarding the Daily Time Record form refer to: http://ukcc.uky.edu/~uka050/hrsug04c.pdf.