WORK STUDY MANUAL TIME REPORT

FORM INSTRUCTIONS

1. **DEPARTMENT NAME** – Required
   Enter the department name.

2. **PAY PERIOD END DATE** – Required
   Enter the Period Ending Date of the Payroll Cycle being processed.
   Date Format: MM/DD/YY

3. **INPUT INDICATOR**
   DO NOT USE – PAYROLL USE ONLY.

4. **EMPLOYEE NAME** - Required
   Format: Last name, First name, Middle Initial

5. **TUid** – 9 digit Numeric - Required
   Employee’s Temple University Identification Number.

6. **WEEK END DATE** – 8 character Alphanumeric - Required
   The week ending date this transaction line refers to.
   Date Format: MM/DD/YY

7. **TRAN CODE** – 2 character Alphanumeric – Required
   Transaction Code – Multiple Transaction Codes can be entered on a single manual Time Report.
   Valid Values: TX – To record time transactions for the current pay period.
   LX – To record time transactions for a prior pay period.
   RX – To dock an employee for time in a prior pay period.

8. **EARN TYPE** – 3 character Alphanumeric - Required
   Only one earnings type can be recorded on the manual Time Report per line.
   Valid Values: WSF – Federal Work Study
   WSS – State Work Study

9. **HOURS** – 5 digit Numeric (two decimal places) – Required with associated earnings type

10. **RATE OF PAY** – 7 digit Numeric (three decimal places) – Required
    Enter the same rate of pay associated with the employee from the pre-printed Time Report. For new employees verify with personnel office the correct Rate of Pay.
WORK STUDY MANUAL TIME REPORT PROCEDURES

Work Study Time Report transactions must be prepared:

- For all Work Study employees. For Non Work Study employees complete the BI-WEEKLY HOURLY TIME REPORT.

- When an additional Work Study account must be charged during the pay period.

- When a Work Study employee was not included on a pre-printed Time Report and should be paid. Contact Personnel to determine if employee is on EDB. If employee is transferring form one department to another verify the employee is in the correct department.

- When using an LX – Late Payment Transactions, to report prior hours worked in a pay period.

- When using an RX – Reduction in Pay Transactions to reduce the current pay period payment for a prior period overpayment.
BI-WEEKLY – HOURLY MANUAL TIME REPORT

FORM INSTRUCTIONS

11. **ACCOUNT KEY** – Required
   The account and center number financing the transaction.

12. **WORK STUDY DAILY HOURS** – Required
   Enter the Pay Period End Date for which you are reporting the hours of the Work Study students.

   Enter the number of hours worked by day, as required by the Federal Work Study regulations.

13. **COMMENT** – Optional
   Used to explain changes on the Time Report to the Payroll Office.

14. **TIMEKEEPER SIGNATURE AND DATE** – Required
   Printed name and signature of the person who processed the time report for the department.
   Date Format: MM/DD/YY

15. **AUTHORIZED SIGNATURE 1 AND DATE** – Required
   Authorized signature, as defined in the Signature Authorization System, in accordance with Presidential Policy I.5: Expenditure Authorization, of the department being processed.
   Date Format: MM/DD/YY.

16. **AUTHORIZED SIGNATURE 2 AND DATE** – Optional
   Authorized signature, as defined in the Signature Authorization System, in accordance with Presidential Policy I.5: Expenditure Authorization, of the department being processed.
   Date Format: MM/DD/YY