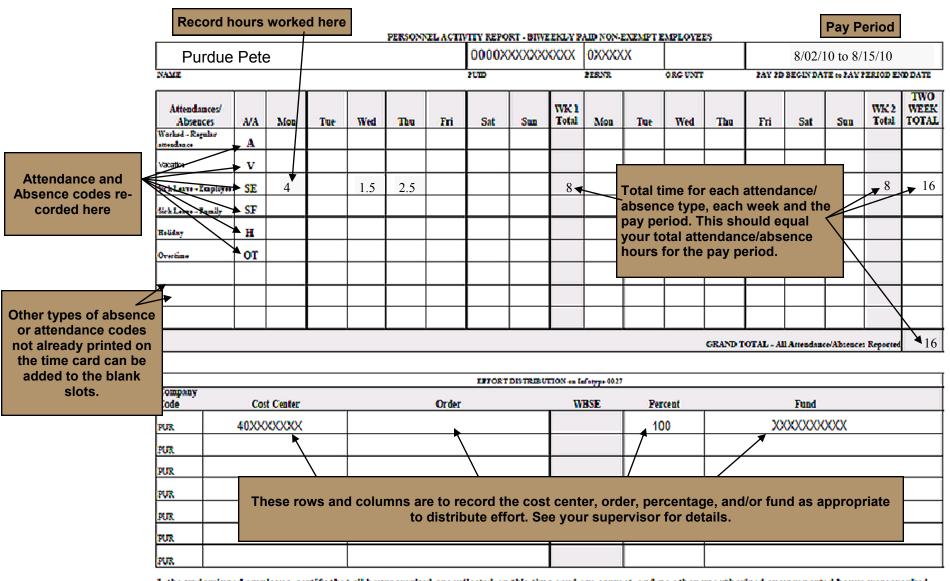


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Quick Reference Card

Use this QRC to navigate and complete the Paper Biweekly Timecard



I, the undersigned employee, certify that all hours worked are reflected on this time card are correct, and no other unauthorized or unreported hours were worked.

I, the undersigned supervisor, certify both that the hours reported are accurate and complete, and the distribution of effort for the period is reasonable.

Employee signature	Supervisor signature
Engliste	Significan



Quick Reference Card Paper Biweekly Timecard

Instructions for Completing the Personnel Activity Report (PAR)

1. Employee Information

Enter Employee Name

Enter PUID

Enter OnePurdue Personnel Number (PERNR), if known

Enter Organizational Unit

Enter Pay Period Begin and End Dates (MM/DD/YY)

2. Employee Hours Worked

Enter Attendance/Absence Type and Code (See codes below, which are separately identified as attendance, paid absence, and unpaid absence codes)

Add additional codes from the listing below, if needed

Record time to the nearest tenth of an hour

Enter number of hours recorded by attendance code for Monday-Sunday of Week One

Verify total hours for Week One

Enter number of hours worked Monday-Sunday of Week Two

Verify total hours for Week Two

Verify Grand Total of all Attendance/Absence hours

Note: All regular employees with benefits should report paid and unpaid hours equal to their CUL%, exclusive of overtime hours

Examples: 100% CUL 80 biweekly hours; 75% CUL biweekly 60 hours; 50% CUL 40 biweekly hours

3. Employee Effort Distribution

Enter appropriate cost center, order, work breakdown structure (WBSE), percent, fund and/or grant (See your supervisor or Business Office for further Information)

Record the distribution to the nearest WHOLE percent which reflects a reasonable allocation of the employee's effort

Verify that the percentages total to 100%

4. Signatures

Sign your timecard, which certifies completeness and accuracy of information provided

Submit your timecard to your supervisor for final signature, which certifies completeness and accuracy of information provided

5. Submission (for supervisors)

Submit approved timecards to your appropriate Business Office or time administrator immediately after the end of the pay period Note that incomplete or improper completion of the time card (PAR) information could delay the employee receiving their paycheck

6. Record Retention (for Business Offices)

Retain records for ten fiscal years following the transaction date

Attendance Type Codes			Paid Absence Type Codes			
A TR A2 A3 OT OT2 OT3	Attendance hours-regular work Training Attendance hours-regular work Attendance override for occasional 2nd shift Attendance override for occasional 3rd shift Overtime Overtime override for occasional 2nd shift Overtime override for occasional 3rd shift	BV FMH FMPB FMPH FMPL FMSE FMSF	Bereavement FMLA Using Paid Holiday FMLA Using Personal Business Day FMLA Using Personal Holiday FMLA Using Paid Parental Leave FMLA Using Sick Leave - Employee FMLA Using Sick Leave - Family	SF V WC SPA2 SPA3	Sick Leave - Family Vacation Workers Compensation Companion/Supplemental 2nd shift premium-rarely used Companion/Supplemental 3rd shift premium-rarely used	
TROT PUSH FN FO CB	Training-Overtime Urgent Care Exempt Physician Call Firefighter inside overtime (2960 denominator) Firefighter outside overtime (2080 denominator) Call Back Premium Pay	FMV H MIPD OL PBD PH PPL SE	FMLA Using Vacation Holiday Military Paid Leave Other Leave Paid Personal Business Day Personal Holiday Paid Parental Leave Sick Leave - Employee Illness	ABUP FMUP MALU MIUP UN	UNPAID Absence Type Codes Approved Unpaid Time Off FMLA Unpaid Approved Mutually Acceptable Unpaid Leave Hours Military Unpaid Leave Hours Unapproved Absence Unpaid - No Show	