Fax Time Record To: 940-696-8382

Company Paid Union Time Record- Mobility Collections Call Centers

Purpose: The purpose of this form is to record and validate time *being paid by the company for union related activities* (I.E. attending new hire Orientation attending a grievance meeting,attending a disciplinary/investigatory meeting, etc…)

Instructions: All Union time will be initially coded as unpaid. In order to be paid for company-paid union related activities, the union representative must submit this completed time record to the appropriate payroll group prior to the close of pay period. At minimum, the time record should be submitted by end of business each Friday. Note that it is the responsibility of the union representative to follow the appropriate process to submit their time record. ***NOTE: DO NOT RECORD UINION RELATED ACTIVITIES BEING PAID BY THE UNION ON THIS TIME RECORD.

Employee Name _____ Employee ATTUID: _____

Date	Start Time	End Time	Total Time	Nature of the Activity	Please indicate the location activity, parties present, and the individual being represented	Employee's ATTUID & Signature	Attending Manager's ATTUID & Signature