

NAME _____

DEPARTMENT _____

PERIOD ENDING _____

Neg. Unit _____

TIME RECORD – STATE UNIVERSITY OF NEW YORK

- 1. Record hours "IN" and "OUT" on a daily basis using quarter hour units.
- 2. If Sick Leave charges were for family use, indicate with an "X" in FSL Column.

PAY PERIOD # _____

C2504-502

****PRIOR APPROVAL:** Supervisors please **initial** all Comp. Time and Overtime

DATE	DAY	IN	OUT	IN	OUT	IN	OUT	Minutes Tardy	Hours Worked	** OVERTIME **		Last Time	TIME CHARGED THIS PERIOD						
										Compensatory Time	Paid Overtime		AL	SL	FSL	PL	CT	HL	
	THURS.																		
	FRI.																		
	SAT.																		
	SUN.																		
	MON.																		
	TUES.																		
	WED.																		
									Weekly Totals										

	THURS.																		
	FRI.																		
	SAT.																		
	SUN.																		
	MON.																		
	TUES.																		
	WED.																		
									Weekly Totals										
									Grand Totals										

Hours worked over 37½ but not over 40 = CT
 Total Hours worked minus 40 = OT

*Time off charged against AL, SL, PL or CT is considered as time worked for Overtime purposes.

Accrual Summary	Annual Leave (AL)	Sick Leave (SL)	Personal Leave (PL)	Compensatory Time (CT)	Holiday Leave (HL)	Remarks:
Balance Beginning of Period						
Time USED during Period						
SUB TOTAL						
Time EARNED this Period						Anniversary Date:
BALANCE: End of Period:						PL Date:

I have examined the above entries and certify them to be correct.

I hereby certify that hours and days indicated represent time worked by this employee; that charges to Annual Leave, Sick Leave, Personal Leave or Compensatory Time have my approval and that Overtime was indicated in order to perform essential duties of this office which could not be done during the office hours and noted on the "Authorization for Overtime" form submitted.

Employee Signature _____ Date _____

Immediate Supervisor's Name (Please Print) _____

Supervisor's Signature _____

Date _____

(1) White - Payroll (2) Yellow - Supervisor (3) Pink - Employee