

Name

Office

Period Ending

TIME RECORD -- STATE UNIVERSITY OF NEW YORK

Record hours "IN" and "OUT" on a daily basis using quarter hour units.

HOURS WORKED				OVERTIME HOURS				CHARGED							
DATE	DAY	IN	OUT	IN	OUT	HOURS WORKED	IN	OUT	IN	OUT	OT HOURS WORKED	ON CALL	RECALL	CHARGED	
	THURS.														
	FRI.														
	SAT.														
	SUN.														
	MON.														
	TUES.														
	WED.														
WEEKLY TOTALS							WEEKLY OVERTIME HOURS								
							WEEKLY OVERTIME EARNED								
							WEEKLY COMP TIME EARNED								
	THURS.														
	FRI.														
	SAT.														
	SUN.														
	MON.														
	TUES.														
	WED.														
WEEKLY TOTALS							WEEKLY OVERTIME HOURS								
							WEEKLY OVERTIME EARNED								
							WEEKLY COMP TIME EARNED								
TOTALS							TOTAL OVERTIME EARNED								
							TOTAL COMP TIME EARNED								

CHARGE SUMMARY								All values are days	
VAC	SICK	FAMILY SICK USED	COMP TIME	HOLIDAY	NON-CHARGEABLE				
				Float	Reg.	Time	Reason		

I certify that this time report represents a correct accounting for the specified period:

Employee Signature

Supervisor Approval