

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