

**Purchase College, State University of New York
Hourly Employee Time Record (non student)**

*This timesheet is to be used by employees who
were hired on or after July 1, 2018*

ATTENTION SUPERVISORS: Please submit a new PAF if you plan to retain employees whose encumbrance balance is near zero.

Name: _____ *NYS Employee ID #: _____ Dept.: _____ Hourly Rate: \$ _____/hr

Pay Period: From: ____/____/20____ To: ____/____/20____ Account # 1: _____/_____% Account #2: _____/_____%

	DATES		TIMES IN AND OUT						HOURS
	Month	Day	IN	OUT	IN	OUT	IN	OUT	
WED									
THUR									
FRI									
SAT									
SUN									
MON									
TUE									
TOTALS: CARRY WEEK 1 TOTALS TO THIS LINE									➔
WED									
THUR									
FRI									
SAT									
SUN									
MON									
TUE									
TOTALS: CARRY WEEK 2 TOTALS TO THIS LINE									➔
GRAND TOTAL: CARRY WEEKLY TOTALS TO THIS LINE									➔

Employee's Signature: _____

Supervisor's Signature: _____

*Effective 7/1/2018 PT/hrly or fee paid
professional employees earn accruals
based on their FTE/position percentage*

Accrual Summary	Vacation	Sick	Holiday	Encumbrance	Time Earned
Beginning Balance				< .20 FTE	0
Accruals Earned				.20 to < 40 FTE	.25 day (1/4 day)
Sub-Total				.40 to <.60 FTE	.50 day (1/2 day)
Time Used				.60 to <.80 FTE	1.0 day (1 day)
Ending Balance				.80 to <1.0 FTE	1.25 day (1 1/4 day)

To accrue for the month, you must be in pay status for the majority of the month and work a minimum of 7 1/2 hours each week for three consecutive weeks of the month. Accruals are credited during the pay period closest to the end of each month.

Accruals are charged according to what is worked each day. For example, if you normally work a full day Monday and a half day Tuesday and you took both days off, you would charge a full day for Monday and a half day for Tuesday.

*Part-time employees are eligible to observe / earn holidays that fall on regularly scheduled **days** only. Holidays are earned in the same manner as above. For example, if you work a holiday and you are regularly scheduled to work a half day you would earn a half day of holiday comp time to be used at a later date.*

THIS SECTION TO BE COMPLETED BY DEPARTMENT	
ENCUMBRANCE SUMMARY	
A. Original Amount Encumbered for Employee	\$ _____
B. Increase Encumbrance / Date: _____	\$ _____
C. Amount Paid Employee to Date	\$ _____
D. Encumbrance Balance (A+B) - C	\$ _____
E. Total Paid Employee This Period	\$ _____
F. Ending Encumbrance Balance (D-E)	\$ _____

Part-Time Work Schedule				
	1/4 day	1/2 day	3/4 day	Full Day
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Sat/Sun				

* NYS Employee ID can be found on an employee's paper paycheck/pay advice, the online pay advice or you can contact the Payroll Office & they'll provide you with the number (Ext 5905 or 6096)