

SUNY Purchase College University Police Department Timesheet			Eligible Veteran <input type="checkbox"/>	Eligible Former Reservist <input type="checkbox"/>
	Last Name (Print)	First Name (Print)	Effective Date of Military Leave	
	SS# Last 4 digits only -			
Line #				

Normal Work Week (Check one) <input type="checkbox"/> 37.5 hrs <input type="checkbox"/> 40 hrs	Extra Payment - Night Shift Differential 6pm to 6am <input type="checkbox"/> Full time Nights <input type="checkbox"/> Part-time Nights	Date of Continuous Service	Last Date of Pay Period Ending	Anniversary Date	Pay period
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Dates			Time In/Time Out				Present				Absent						Billable				
Day	Month	Date	In	Out	In	Out	In	Out	REG	OVT	OVT M or V*	Shift	Vac	Sick	Pers	LWOP	LWHP	LWFP	MIL LV	OT Account	
Thur																					
Fri																					
Sat																					
Sun																					
Mon																					
Tue																					
Wed																					
Total HRS Week 1																					
Thur																					
Fri																					
Sat																					
Sun																					
Mon																					
Tue																					
Wed																					
Total HRS Week 2																					
Grand Weekly Totals																					

Accrual Summary	Vacation	Sick	Personal	Remarks	<i>Payroll Use Only</i>	OT Hours
Beginning Balance (from previous pay period)					OT	
Earned this pay period					Pre-shift (APB)	
Bonus Vacation					PS 6	
Holiday Accrual					Meals	
Sub-total					Uniform Allowance	
Used (from this pay period)					Holiday	
Ending Balance (of this pay period)					Night Shift Differential	

*M = Mandatory or V = Voluntary, LWOP=Leave without pay / LWHP=Leave with half pay / LWFP=Leave with full pay / MIL LV=Military Leave

Employee Signature	Date	Supervisor Signature	Date

ATTENTION: Employee and Supervisor - By signing this timesheet I certify that this is a true and correct attendance and absence record. All leave taken have been in accordance with the NYS State Rules of Attendance