

State University of New York
 Purchase College
 Classified Time and Accrual Record

Eligible Vet. Eligible Former Reservist

Last Name (Print) First Name (Print)

SS# Last 4 digits only -

Line #

Effective Date of Military Leave

Normal Work Week (Check one)
 37.5 hrs 40 hrs Other Hrs wrkd

Extra Payment - Night Shift Differential 6pm to 6am
 Full time Nights Part-time Nights

Continuous Service Date Anniversary Date

Last day of Pay Period

Dates			Time In/Time Out						Present					Chargable Absences							Billable			
Day	Month	Date	In	Out	In	Out	In	Out	REG	OVT HRS	OVT M or V*	Ovr 40 Comp	37.5 Comp	Vac	Sick	Pers	Hol	LW OP	LW HP	LW FP	MIL LV	OT Acct		
Thur																								
Fri																								
Sat																								
Sun																								
Mon																								
Tue																								
Wed																								
Total HRS Week 1																								
Thur																								
Fri																								
Sat																								
Sun																								
Mon																								
Tue																								
Wed																								
Total HRS Week 2																								
Grand Wkly Totals																								

Accrual Summary	Vac	Sick	Pers	Hol	Ovr 40 Comp	37.5 Comp	Remarks	Payroll Use Only	OT Hrs <input type="text"/>
Beginning Balance (from previous pay period)								OT <input type="text"/>	Pre-shift (APB) <input type="text"/>
Earned this pay period								PS 6 <input type="text"/>	Uniform Allowance <input type="text"/>
Bonus Vacation								Meals <input type="text"/>	Night Shift Diff. <input type="text"/>
Sub-total								Hol. <input type="text"/>	Standby Hours <input type="text"/>
Used (from this pay period)								Cash out of Ovr 40/37.5 Comp <input type="text"/>	
Ending Balance (of this pay period)									

*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