

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

Last Name (Print) First Name (Print)
 SS# Last 4 digits only -
 Line #

Eligible Vet. Eligible Former Reservist
 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	Shift	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	OT Hrs	Stdby Hrs		
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"/>	Night Shift Diff.	<input type="text"/>
Bonus Vacation									Meals	<input type="text"/>	Standby Hours	<input type="text"/>
Sub-total									Hol.	<input type="text"/>		
Used (from this pay period)												
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