

UNIVERSITY AT ALBANY
PAYROLL OFFICE - UAB-300
HOURLY PROFESSIONAL (UUP)
PAYROLL VOUCHER

Employee Name: _____ Department Account Number: _____

Last 4 digits of SSN: _____ Department or Office: _____

Office Phone Number: _____ Bldg. _____ Room # _____

Hourly Rate: _____

Pay Period Beginning: _____ Ending: _____



Day	Dates	Record Hours 'In' and 'Out' Daily (Format: In: 9:15 A Out: 12:30 P)						Hours Worked (Exclude Lunch)	
		In	Out	In	Out	In	Out		
Thu.									
Fri.									
Sat.									
Sun.									
Mon.									
Tue.									
Wed.									
Weekly Total									
Thu.									
Fri.									
Sat.									
Sun.									
Mon.									
Tue.									
Wed.									
Total Amount \$		Weekly Total						Total Hours Worked:	

- Record hours "in" and "out" daily. An "X" must be placed in these blocks when you do not work and the "Hours Worked" for the day should be entered manually as zero (when completing electronically). Hours worked must be recorded in quarter hour units (e.g. 9:15 A, 12:30 P) in ink.
- All hours worked on a holiday or hours which have been adjusted must be initialed by the supervisor before payment can be made.
- Do not work in excess of 40 hours in any work week (Thursday through Wednesday).
- A work period cannot extend beyond six hours without taking a lunch break of at least one-half hour, which must be shown on the time sheet.
- Employee: Complete ALL blanks, sign and submit to your supervisor when you finish work for the pay period. Late time sheets cannot be paid until the following pay period.
- Supervisor: Review time sheet for accuracy, initial all approved holiday work and corrections made on the time sheet, sign certification and submit only the original copy to the Payroll Office for payment. See "Pay Schedule" issued by Payroll Office for due dates.
[URL: http://hr.albany.edu/content/HRLYSCH.dot](http://hr.albany.edu/content/HRLYSCH.dot)

I certify that the days and hours worked as recorded above are correct.

I certify that the days and hours indicated above represent time worked by the employee including any holiday hours noted and initialed by me, and that the employee is entitled to payment thereof..

Employee's Signature Date

Supervisor's Signature Date

Make copies for local use.