

**UNIVERSITY AT ALBANY
CLASSIFIED SERVICE
HOURLY TIMESHEET**

Name: _____

Department: _____

EMPLID: _____

Campus Addr.: _____ Phone _____

Two-Week Period Beginning: 12/17/2009

Ending: 12/30/2009

(Enter Beginning Date Only--Other Dates are Formula-Driven)

[Click for Directions](#)

Day	Dates	Record Hours 'In' and 'Out' Daily							Hours Worked (Incl. Time Charged)	Hours Worked On Legal Holiday		Comp. Time and Overtime		Enter Time Used							
		In	Out	In	Out	In	Out	Min. Tardy		Earned C.T.	To Be Paid	C.T.	O.T.	Annual Leave	Sick Leave			Comp. Time			
															Regular	Family	Personal Leave	Regular	Holiday		
Thu.	12/17							0.00													
Fri.	12/18							0.00													
Sat.	12/19							0.00													
Sun.	12/20							0.00													
Mon.	12/21							0.00													
Tue.	12/22							0.00													
Wed.	12/23							0.00													
Thu.	12/24							0.00													
Fri.	12/25							0.00													
Sat.	12/26							0.00													
Sun.	12/27							0.00													
Mon.	12/28							0.00													
Tue.	12/29							0.00													
Wed.	12/30							0.00													
Totals								0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Employee's Signature: _____		Supervisor's Signature: _____		AL	SL	PL	CT	HT
_____		_____		BEG	_____	_____	_____	_____
_____		_____		USED	_____	_____	_____	_____
AL Anniversary Date: _____	PL Anniversary Date: _____	HOLIDAYS: Pay/Comp/Veter: _____		ACCR	_____	_____	_____	_____
NOTES: _____				BAL	_____	_____	_____	_____
OHRM COMMENT: _____								

Make copies for local use.

Hours must be recorded in 15 min intervals (i.e. 9:15, 2:45)

Employees should not work more than 6 hours without taking 1/2 hr lunch break. Lunch breaks must be recorded OUT and IN.

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 and submit original copy to the Payroll Office for payment.

***Time and Attendance Coverage**

In order to attain coverage under Time and Attendance rules, a classified hourly employee must work 19 consecutive pay periods at 50% or more.

Without Time and Attendance coverage, hourly employees are not credited with leave accruals, nor do they get paid for time not worked (holidays, jury duty, etc.)

Once Time and Attendance coverage is attained, all the same rules apply as with annual salaried employees

**Covered employees are automatically paid for holidays worked unless they opt for comp. time (holiday pay elections made annually in April)

Contact Time Records at 437-4715 for questions about Time and Attendance coverage or visit

<http://hr.albany.edu/content/CLSLVREG.asp>

Hourly Pay Schedule

<http://hr.albany.edu/content/paysched.asp>