

**UNIVERSITY AT ALBANY
CLASSIFIED SERVICE *HOURLY* TIMESHEET**

Name: _____

Department: _____

EMPLID: _____

Campus Addr.: _____ Campus Phone: _____

Using the HOURLY pay schedule <http://hr.albany.edu/content/paysched.asp>

Two-Week Period Beginning: _____

Ending: _____

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	Regular	Family	Personal Leave	Regular	Holiday
Thu.																			
Fri.																			
Sat.																			
Sun.																			
Mon.																			
Tue.																			
Wed.																			
Thu.																			
Fri.																			
Sat.																			
Sun.																			
Mon.																			
Tue.																			
Wed.																			
Totals																			

Employee's Signature: _____		Supervisor's Signature: _____		AL	SL	PL	CT	HT
				BEG	_____	_____	_____	_____
				USED	_____	_____	_____	_____
AL Anniversary Date:	PL Anniversary Date:	HOLIDAYS: Pay/Comp/Veteran		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 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>