

**UNIVERSITY AT ALBANY
CLASSIFIED SERVICE TIME RECORD**

Name: Sample, Employee

Department: _____

EMPLID: _____

Campus Addr.: _____ Campus Phone: _____

Four-Week Period Beginning: 7/7/2011

Ending: 8/3/2011

(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 (>40hrs)		Enter Time Used								
		In	Out	In	Out	In	Out	Min. Tardy		Earned H.T.	To Be Paid	CT	OT	Annual Leave	Sick Leave		Personal Leave	Comp. Time				
															Regular	Family		Regular	Holiday			
Tue	7/7	9:00 A	12:00 P	12:30 P	5:00 P				7.50													
Fri	7/8	9:00 A	12:00 P	12:30 P	5:00 P				7.50													
Sat	7/9								0.00													
Sun	7/10								0.00													
Mon	7/11	1:00	5:00	3 1/2 hrs O.R.L.					7.50													
Tue	7/12	9:00 A	12:00 P	12:30 P	5:00 P				7.50													
Wed	7/13	9:00 A	12:00 P	12:30 P	5:00 P				7.50													
Thu	7/14	9:00 A	12:30 P						7.50									4.00				
Fri	7/15	9:00 A	12:00 P	12:30 P	5:00 P				7.50													
Sat	7/16								0.00													
Sun	7/17								0.00													
Mon	7/18	9:00 A	12:00 P	12:30 P	5:00 P				7.50													
Tue	7/19	9:00 A	12:00 P	12:30 P	5:00 P				7.50													
Wed	7/20	9:00 A	12:00 P	12:30 P	5:00 P				7.50													
Subtotals									0	75.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4.00	0.00	0.00
Thu	7/21	9:00 A	12:00 P	12:30 P	5:00 P				7.50													
Fri	7/22								7.50				7.50									
Sat	7/23								0.00													
Sun	7/24								0.00													
Mon	7/25	7 1/2 hrs O.R.L.								7.50												
Tue	7/26								7.50				7.50									
Wed	7/27								7.50				7.50									
Thu	7/28								7.50				7.50									
Fri	7/29								7.50				7.50									
Sat	7/30								0.00													
Sun	7/31								0.00													
Mon	8/1	9:00 A	12:00 P	12:30 P	5:00 P				7.50													
Tue	8/2	9:00 A	12:00 P	12:30 P	5:00 P				7.50													
Wed	8/3	9:00 A	12:00 P	12:30 P	5:00 P				7.50													
Subtotals									0	75.00	0.00	0.00	0.00	0.00	37.50	0.00	0.00	0.00	0.00	0.00	0.00	
Totals									0	150.00	0.00	0.00	0.00	0.00	45.00	0.00	0.00	4.00	0.00	0.00		

Employee's Signature: _____ Supervisor's Signature: _____

	AL	SL	PL	CT	HT
BEG	108.25	80.00	11.00	0.50	7.50
USED	37.50	0.00	4.00	0.00	0.00
ACCR	7.50	7.50	0.00	0.00	0.00
BAL	78.25	87.50	7.00	0.50	7.50

AL Anniversary Date: _____ HOLIDAYS: Pay/Comp/Veteran _____

NOTES: _____

OHRM COMMENT: _____

RECEIVED
UNIVERSITY OF ALBANY
HUMAN RESOURCES DEPARTMENT

Make copies for local use.

Sample Employee:

Empid: 403

Hours: 40.00 Pass Days: 2

AL Annv: 4/1/2010 PL Annv: 4/1/2010 Holidays (Pay/Time) Pay: 2

Balances as of: 7/20/2011
 Notes: DRL 40.00
15.00
25.00

USED	ACCR	BAL	AL	SL	PL	CT	HT
24	8	82	97	40	0	0	0
8	8	97	8	0	0	0	0

USED	ACCR	END
8	8	90.00
8	8	105
7	33	

	Morning IN	LUNCH	Night OUT	Extra IN	Extra OUT	Toy Pts	A.L. Used	SL USED	PL Used	C.T. Used	Holiday Lv Used	HOLIDAY HRS WORK	C.T. Other Than Holidays	Overtime
TH 4	703													
F														
S				6	1059									
SU 7	701			7	1051									
M 8	702			8	1135									
TU 9	701			9	1054									
W 10	708			10	1059									
TH 11	2011	9 hrs DRL												
F														
S		8 hrs DRL												
SI				14	1056									
M 15	708			15	1054									
TU 16	701			16	1059									
W 17	705			17	1059									
Sub-Totals														
Grand Totals														

Supervisor _____ certified correct as to time and credits