

**UNIVERSITY AT ALBANY
HOURLY PROFESSIONAL TIME RECORD**

HRYPROF

Name: _____ Department: _____
 EMPLID: _____ Campus Addr.: _____ Campus Phone: _____
 Two -Week Period Beginning: _____ Ending: _____

Day	Dates	Record Hours 'In' and 'Out' Daily						Enter Time Used*			Hours Worked (Incl. Time Charged)
		In	Out	In	Out	In	Out	Annual Leave	Sick Leave		
									Regular	Family	
Thu											
Fri											
Sat											
Sun											
Mon											
Tue											
Wed											
Total Week 1											
Thu											
Fri											
Sat											
Sun											
Mon											
Tue											
Wed											
Total Week 2											
Totals											

Hourly

I certify that the days and hours worked as recorded on this record are correct.

I certify that the days and hours on this record represent time worked (or accruals charged) by the employee. Any holidays initialed by me represent that the holiday was worked and the employee is entitled to payment thereof.

Employee's Signature Date

Supervisor's Signature Date

Directions and Important Information:

Record hours "in" and "out" daily. Hours worked and/ or charged to accruals must be recorded in quarter hour units.

Record accrual usage in quarter hour increments in the appropriate column (annual, sick leave or family sick leave). ***Review available balances in MyUAlbany prior to indicating usage on your time record. All usage must be reported on MyUAlbany, in addition to being listed above. Only employees eligible to earn and use accruals should complete this section.**

A work period cannot extend beyond six hours without taking a lunch break of at least one-half hour. Lunch breaks must be recorded OUT and IN.

Do not work in excess of 40 hours during any work week (Thursday - Wednesday) without prior authorization from your supervisor.

Employee: Complete ALL blanks, sign and submit to your supervisor when you finish work for the pay period. Payment for late timesheets will be delayed.

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 records are due within 2 days of the last day in the reporting period.** Payment for late timesheets will be delayed.