

	<p>SUNY Upstate Medical University</p> <p><b>State Employees – Hourly Timesheet</b></p> <p><i>Please use this form for only those State Employees that are paid on an hourly basis</i></p> <p><i>(See Instructions on the back of this form.)</i></p>	<p>Binder: <u>I</u></p> <p>No: <u>FM09</u></p> <p>Page: 1 of 2</p>
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Employee Name	Bargaining Unit (please circle one if applicable):      CSEA      PEF      UUP      Tech Asst
Employee ID #:	Department:
Position Title:	
PAYROLL PERIOD COVERED (please enter the begin and end dates):	FROM:                      TO:

DATE	THU DATE __/__/__		FRI DATE __/__/__		SAT DATE __/__/__		SUN DATE __/__/__		MON DATE __/__/__		TUE DATE __/__/__		WED DATE __/__/__		TOTAL HOURS FOR THE WEEK
WEEK 1	IN	OUT	IN	OUT	IN	OUT	IN	OUT	IN	OUT	IN	OUT	IN	OUT	
ACTUAL TIME WORKED A. M.															
ACTUAL TIME WORKED P. M.															
Accrual(s) Used/Earned (see codes on back)	Code	Hours	Code	Hours	Code	Hours	Code	Hours	Code	Hours	Code	Hours	Code	Hours	
TOTAL HOURS															
On Call															
ReCall															
Comments:															

DATE	THU DATE __/__/__		FRI DATE __/__/__		SAT DATE __/__/__		SUN DATE __/__/__		MON DATE __/__/__		TUE DATE __/__/__		WED DATE __/__/__		TOTAL HOURS FOR THE WEEK
WEEK 1	IN	OUT	IN	OUT	IN	OUT	IN	OUT	IN	OUT	IN	OUT	IN	OUT	
ACTUAL TIME WORKED A. M.															
ACTUAL TIME WORKED P. M.															
Accrual(s) Used Earned (see codes on back)	Code	Hours	Code	Hours	Code	Hours	Code	Hours	Code	Hours	Code	Hours	Code	Hours	
TOTAL HOURS															
OnCall															
ReCall															
Comments:															

➔ This time sheet is an Official State record. Alterations, falsification or failure to follow instructions may be ground for disciplinary action ➔

I HEREBY CERTIFY THAT THE HOURS SHOWN ABOVE ON THIS FORM REPRESENT AN ACCURATE RECORD OF TIME WORKED AS NOTED ABOVE.	
X	X
Employee Signature	Supervisor Signature
Date	Date



SUNY Upstate Medical University  
**State Employees – Hourly Timesheet**

*Please use this form for only those State Employees that are paid on an hourly basis*

Binder: I

No: FM09

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**INSTRUCTIONS:**

Step 1. For ACTUAL Time Worked must be completed each day.

Step 2. Please note that the workday is determined as the date in which the majority of the hours are worked.

Step 3. All pay period dates must agree with current Pay Period Schedule that applies to Employees paid on an hourly basis.

Step 4. No hours may be worked in excess of 40 hours in any workweek without prior approval by the supervisor.

Step 5. At the end of each Hourly/Bi-weekly payroll period, the employee and the supervisor must sign this timesheet (by the "X") in the authorization section below and forward to the Payroll Services Department at Jacobsen Hall Room 100 no later than the Friday subsequent to the payroll period end date.

**Please note: If timesheet is late, hours will be paid on the next available payroll**

Code	Description	Code	Description
HCE	<b><u>For all Employees:</u> Holiday Comp. Time Earned</b>	SF	<b><u>For all Employees:</u> Sick Leave Family Used</b>
HCU	<b><u>For all Employees:</u> Holiday Comp. Time Used</b>	SR	<b><u>For all Employees:</u> Sick Leave Regular Used</b>
OC	<b><u>For CSEA, PEF, and UUP Employees:</u> OnCall Time</b>	TP	<b><u>For CSEA Employees:</u> Tardy Penalty</b>
OT	<b>Overtime Pay (to be determined by Payroll Services)</b>	VA	<b><u>For all Employees:</u> Vacation</b>
PL	<b><u>For CSEA and PEF Employees only:</u> Personal Leave</b>	Other <i>Please describe</i>	<b>Examples:</b> <i>Jury duty, fire call, military leave, orientation, employee organization leave, worked through lunch, maternity leave, leave of absence, etc.</i>
RC	<b><u>For all Employees:</u> ReCall Hours Worked ... Please be sure to report <u>actual</u> hours worked while on recall -- Payroll will calculate the minimum of 4 hours.</b>		

**PLEASE NOTE THAT A ½ HOUR LUNCH / MEAL PERIOD IS CONSIDERED AS TIME NOT PAID UNLESS OTHERWISE NOTED**

**All time records will be audited by Payroll Services for propriety**

**If you have any questions regarding timekeeping, please contact Payroll Services Dept. at 464 – 4840 or via email at –**

**[TIMEKEEP@upstate.edu](mailto:TIMEKEEP@upstate.edu) THANK YOU!**