

| | | | |
|-----------------------------|-----------------------------------|---|-------------|
| Name | Email: | Phone Number: | Department: |
| Title | Work Week: ___ 37.5 hrs ___ 40hrs | Part time % ___ Scheduled Hours _____ | |
| Vacation Leave Anniv. Date: | Personal Leave Anniv. Date: | Neg. Unit: ___ ASU ___ ISU ___ OSU ___ PST ___ C82 ___ NYSCOPBA | |

Beginning:

Ending:

| Week One Daily | | Record Hours "In" and "Out" | | | | | | Accruals Used | | | | | | Time Earned | | | | |
|----------------|------|-----------------------------|-----|----|-----|----|-----|---------------|-----------|------------|-------------|---------------|------------|------------------|-------------------------|-----------------|------------|---------|
| Day | Date | In | Out | In | Out | In | Out | Vac. Leave | Tardy Min | Sick Leave | Pers. Leave | Holiday Leave | Comp Taken | Total Reg. Hours | Comp Time OR Extra Time | Over Time Hours | OT M e a l | L W O P |
| Wed | | | | | | | | | | | | | | | | | | |
| Thur | | | | | | | | | | | | | | | | | | |
| Fri | | | | | | | | | | | | | | | | | | |
| Sat | | | | | | | | | | | | | | | | | | |
| Sun | | | | | | | | | | | | | | | | | | |
| Mon | | | | | | | | | | | | | | | | | | |
| Tue | | | | | | | | | | | | | | | | | | |

| Week Two Daily | | Record Hours "In" and "Out" | | | | | | Accruals Used | | | | | | Time Earned | | | | |
|----------------|------|-----------------------------|-----|----|-----|----|-----|---------------|-----------|------------|-------------|---------------|------------|------------------|-------------------------|-----------------|------------|---------|
| Day | Date | In | Out | In | Out | In | Out | Vac. Leave | Tardy Min | Sick Leave | Pers. Leave | Holiday Leave | Comp Taken | Total Reg. Hours | Comp Time OR Extra Time | Over Time Hours | OT M e a l | L W O P |
| Wed | | | | | | | | | | | | | | | | | | |
| Thur | | | | | | | | | | | | | | | | | | |
| Fri | | | | | | | | | | | | | | | | | | |
| Sat | | | | | | | | | | | | | | | | | | |
| Sun | | | | | | | | | | | | | | | | | | |
| Mon | | | | | | | | | | | | | | | | | | |
| Tue | | | | | | | | | | | | | | | | | | |

* If accrued at 20 day rate (5.75) add (.25 hrs) April 1, & Oct 1 (ASU) Bi-Weekly Total

Accrual Summary

| | Vacation Leave * | Sick Leave | Personal Leave | Holiday Leave | | Reg. Comp Time (37.5 to 40) | | Over 40 Comp Time | CS 1/1 - 12/31 | VRWS |
|-------------------|------------------|------------|----------------|---------------|----------|-----------------------------|------------|-------------------|----------------|------|
| | | | | Reg. | Floating | Since 4/1 | Before 4/1 | | | |
| Beginning Balance | | | | | | | | | | |
| Total Charges | | | | | | | | | | |
| Sub-total | | | | | | | | | | |
| Accruals Earned | | | | | | | | | | |
| Ending Balance | | | | | | | | | | |

ABSENCE CODES

- | | |
|--|---|
| <ul style="list-style-type: none"> CS - Cancer Screening** EOL - Employee Organization Leave** FSL - Family Sick Leave JURY - Jury Duty/Court Appearance | <ul style="list-style-type: none"> ML - Military Leave** VAC - Vacation VRWS - Voluntary Reduction Work Schedule WC - Workers' Compensation Leave** |
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**Supporting Documentation Required (Military Orders, Court Documents, Exam Notice, Etc.)

Employee _____

Supervisor _____

CERTIFIED CORRECT AS TO TIME AND CREDITS