

**UNIVERSITY AT BUFFALO
PART-TIME CLASSIFIED SERVICE EMPLOYEE
BI-WEEKLY TIME AND ATTENDANCE REPORT**

Name: _____ Payroll Period: From _____ to _____ 20____
 (Please Print)
 Department: _____ Location: _____
 Official Job Title: _____ Negotiating Unit: _____ Person #: _____

Date	Regular Time				Overtime		Total Hrs of Work	LEAVE TAKEN													
	Meal Period				Vacation	Sick		Overtime Comp Time	OVER40***	Personal Leave**		Holiday Comp Time									
	In	Out	In	Out		Regular				Family	Comp Time		Comp Time	Regular	Adjusted*						
						H	M	H	M	H	M	H	M	H	M	H	M	H	M		
Thur																					
Fri																					
Sat																					
Sun																					
Mon																					
Tue																					
Wed																					
Thur																					
Fri																					
Sat																					
Sun																					
Mon																					
Tue																					
Wed																					
Totals																					

Anniversary Dates For:

Vacation Leave _____

**Personal Leave _____

*Personal Leave Adjusted May 30

PEP (Productivity Enhancement Program)

(Check One) **Yes** _____ **No** _____

Balance Brought Forward

Charges This Period

Sub-Total

Credits Earned

Balance Carried Forward

*Part-time salaried CSEA employees only.

**On Anniversary Date

***Calculated at the rate of time and one half and not to exceed 120 hours.

I understand that Classified Service Employees may accumulate more than 40 days vacation credits. All vacation accruals exceeding 40 days must be used prior to the following March 31.

This bi-weekly record must be approved by the supervisor and must be maintained in departmental files for periodic audit.

ACCRUAL AND USE SUMMARY

Vacation	Sick				Overtime Comp Time	OVER40***	Personal Leave**				Holiday Comp Time		
	Regular		Family				Regular	Adjusted*	Comp Time				
	H	M	H	M						H		M	H

Certified Correct:

Employee Signature Date

Supervisor Signature Date