MORRISVILLE EST. 1908 STATE UNIVERSITY OF NEW YORK

UUP-HRY

Time and Accrual Record for UUP Hourly Professionals

Name:	Suny ID:	Department:
Title:	Accrual Rate day(s) per month:	Schedule (work days and hours):

Pay Period Begin Date: Pay Period End Date:

Actual Hours Worked						Accruals Charged			Total Hours Worked or Charged
Day	**Date**	**In**	**Out**	**In**	**Out**	**Vacation**	**Sick Leave**	**Holiday**	**Total Hours**
Thur									
Fri									
Sat									
Sun									
Mon									
Tues									
Wed									

Day	**Date**	**In**	**Out**	**In**	**Out**	**Vacation**	**Sick Leave**	**Holiday**	**Total Hours**
Thur									
Fri									
Sat									
Sun									
Mon									
Tues									
Wed									
					Totals				

Accrual Summary	**Vacation Leave**	**Sick Leave**	**Holiday Leave**
Beginning Balance			
Total Charges			
Sub-Total			
Accruals Earned			
Ending Balance			

Accrual Guidelines for UUP hourly employees

To accrue for the month, you must be in pay status for the majority of the month.

Accruals should then be credited during the pay period closest to the mid-point of each month.

When charging accruals, you are required to charge what you normally work that day. These hours should be entered both in the "Accruals Charged" and "Total Hours" columns. For example, if you normally work a full day Monday and a half day Tuesday and you took both days off, you would charge a full day for Monday and half day for Tuesday, then indicate those hours in both columns.

Part-time employees are eligible to observ/earn holidays that fall on regularly scheduled days only. Holidays are earned in the same manner as above. For example, if you work a holiday and you are regulary scheduled to work a half-day, you would earn a half-day of holiday comp time to use at a later time.

Employee Signature: Date:

Supervisor Signature: Date: