



State University of New York Upstate Medical University

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

Bargaining Unit (please circle one): CSEA PEF UUP

The Research Foundation of State University of New York

Please check box if you are a RF employee: ☐



EMPLOYEE BI-WEEKLY TIMESHEET

This Space for Payroll Use Only:

EMPLOYEE NAME:

ID#:

TITLE:

DEPARTMENT:

PAY PERIOD COVERED

FROM:

TO:

DATE	THU DATE _/_		FRI DATE _/_		SAT DATE _/_		SUN DATE _/_		MON DATE _/_		TUE DATE _/_		WED DATE _/_		TOTAL HOURS
WEEK 1	IN	OUT	IN	OUT	IN	OUT	IN	OUT	IN	OUT	IN	OUT	IN	OUT	
ACTUAL A.M. IN/OUT WORK TIME / HOURS															
ACTUAL P.M. IN/OUT WORK TIME / HOURS															
*Accrual(s) Used/Earned (see codes on back)	code	hours	code	hours	code	hours	code	hours	code	hours	code	hours	code	hours	
*TOTAL DAILY HOURS															
OnCall Time – In / Out OC code***															
ReCall Time – In / Out RC code **															
OT HOURS WORKED To be determined by PR Services Audit															
Comments:															

*Please report time increments of <1 hr of time in 15 minute increments and are absolute values (without a – or + value)

DATE	THU DATE _/_		FRI DATE _/_		SAT DATE _/_		SUN DATE _/_		MON DATE _/_		TUE DATE _/_		WED DATE _/_		TOTAL HOURS
WEEK 2	IN	OUT	IN	OUT	IN	OUT	IN	OUT	IN	OUT	IN	OUT	IN	OUT	
ACTUAL A.M. IN/OUT WORK TIME / HOURS															
ACTUAL P.M. IN/OUT WORK TIME / HOURS															
Accrual(s) Used/Earned (see codes on back)	code	hours	code	hours	code	hours	code	hours	code	hours	code	hours	code	hours	
*TOTAL DAILY HOURS															
OnCall Time – In/ Out OC code ***															
ReCall Time – In/ Out RC code ***															
OT HOURS WORKED To be determined by PR Services Audit															
Comments:														TOTAL Pay Period Hours	
*** If there is more than one OnCall and ReCall occurrence in one day, please use the OnCall & ReCall Pay Authorization Form to report OC & RC time															

I HEREBY CERTIFY THAT THE HOURS SHOWN ABOVE ON THIS FORM REPRESENT AN ACCURATE RECORD OF TIME WORKED/USED AS NOTED ABOVE:

Employee
Signature: X

Supervisor
Signature: X

Employee Name
(please print):

Supervisor Name
(please print):

State University of New York / Research Foundation
Upstate Medical University
EMPLOYEE BI-WEEKLY TIMESHEET

*Please complete the non-shaded areas on this form on a daily basis for each pay period
Please follow all instructions when completing this form*

INSTRUCTIONS

- Step 1.** Employee Bi-weekly Timesheets can only be completed/submitted to Payroll for the following SUNY Upstate Employees:
- ❖ **All Employees in bargaining units Civil Service Employees Association (CSEA)** that currently do not use incharge timesheet and/or do not use the Kronos timekeeping system and/or do not punch a mechanical timeclock, and/or do not report on an hourly timesheet. These include:
BU 02 = Administrative Services Unit, BU 03 = Operational Services Unit, and BU 04 = Institutional Services Unit
 - ❖ **All Employees in bargaining units Public Employee Federation (PEF – BU 05)** that currently do not use incharge timesheet, and/or do not report on an hourly timesheet.
 - ❖ **All Research Foundation (RF) Non-Exempt Employee** that currently do not use the Kronos timekeeping system and/or do not punch a mechanical timeclock and/or do not use an hourly attendance record.
 - ❖ **All Non-Exempt Employees in bargaining unit United University Professions (UUP)** that currently do not use the Kronos timekeeping system. *(Please note that all UUP non-exempt employees must continue to submit a monthly time record in addition to the Bi-Weekly Timesheet.)*

THIS TIMESHEET DOES NOT REPLACE THE FOLLOWING TIME MEDIUMS: incharge timesheet, hourly attendance records/timesheets, Kronos timekeeping system punch detail form and the mechanical timeclock punchcards.

- Step 2:** Only record **PASS DAY, ACTUAL Time Worked and Accrual Time Used** for each day.
Please use the following **Time Worked / Earned and Used codes** when completing this Biweekly Timesheet:

Code	Description	Code	Description
VA	<u>For all Employees:</u> Vacation	ST	Straight Pay For UUP – 80 hour employees that work extra time during a work week in which accruals were charged <i>(to be determined by Payroll Services)</i> For RF – 75 hour full-time employees that work over their obligation and choose pay for the hours between 37.5 and 40 in a work week.
PL	<u>For CSEA, PEF and RF only:</u> Personal Leave	XT	For Part-Time Non-exempt Only: Extra Time is earned for hours worked above obligation but less than 40 hrs in a work week. Recorded at the regular rate of pay.
HCE	<u>For all Employees:</u> Holiday Leave Time Earned	OT	Overtime Pay <i>(to be determined by Payroll Services)</i>
HCU	<u>For all Employees:</u> Holiday Leave Time Used	OC	<u>For CSEA, PEF, RF, and UUP:</u> OnCall Time <i>(Must meet eligibility requirements)</i>
HOBS	<u>For all Employees:</u> Holiday Observed -Employee will receive their regular pay for this day, but will not receive holiday pay or holiday leave time	RC	<u>For all Employees:</u> ReCall Hours Worked ... Please be sure to report actual hours worked while on recall -- Payroll will calculate the minimum of 4 hours. (Must meet eligibility requirements)
SR	<u>For all Employees:</u> Sick Leave Regular Used	MA	<u>For CSEA and PEF only:</u> Meal Allowance (Payroll will calculate)
SF	<u>For all Employees:</u> Sick Leave Family Used	TP	<u>For CSEA and RF Employees:</u> Tardy Penalty
CS	<u>For CSEA, PEF, and RF -- Comp. Straight Time Earned</u> (hours worked between 37.5 hr and 40 hours in a work week for 75 hour employees only <i>(to be determined by Payroll Services)</i>)	LT	<u>For all Employees:</u> Lost Time For exempt employees – Lost time must be charged in full day increments.
CO	<u>For UUP Non-Exempt Only – Comp. Overtime Time Earned</u> (hours >40 hrs in a work week for 80 hour employees recorded at the 1 ½ time rate – Payroll will calculate) Max of 240.	P	<u>For all Employees:</u> Pass Day Pass Day is a day in which the employee is not scheduled to work a.k.a. day off
CU	<u>For CSEA, PEF, RF, and UUP Non-Exempt Only:</u> Comp. Time Used (either straight or OT rate)	Other- Please describe	Examples: jury duty, fire call, military leave, breast care screening, prostate screening, orientation, employee organization leave, worked through lunch, maternity leave, leave of absence, etc.
CF	<u>For CSEA Only:</u> Over 40 Comp (only for employees who elected to participate in program during annual registration)		

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

- Step 3.** Please note that the workday is determined as the date in which the majority of the hours are worked. All dates must agree with current Payroll Calendars that apply. See the Payroll Services website for copies of the current year calendars.
- 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 Bi-weekly payroll period, this timesheet must be signed by the employee and the supervisor (by the "X") in the authorization section **and forwarded to the Payroll Services Department at Jacobsen Hall Room 100 no later than the Friday subsequent to the payroll period end date.**

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 **THANK YOU!**