BINGHAMTON UNIVERSITY
STATE UNIVERSITY OF NEW YORK

Time and Accrual Record for UUP Hourly Professionals

UUP-HRY

Name	B #	Phone Number:

Title	Line No.	Schedule (work days and hours)	

Pay Rate / Hour $	Accrual rate day(s) per month _____.____	Department:	e-mail

Pay Period Beginning Date: _____   **Pay Period Ending Date:** _____

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