

**Time & Accrual for Classified Employees**

**CLS-ANN**

Name	Email:	Phone Number:	Department:
Title	Work Schedule:	Check One FT___ PT___	PT%
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	C o d e	Total Reg. Hours	Comp Time OR Extra Time	Over Time Hours	OT M e a l	L W O P			
Thur																						
Fri																						
Sat																						
Sun																						
Mon																						
Tues																						
Wed																						
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	C o d e	Total Reg. Hours	Comp Time OR Extra Time	Over Time Hours	OT M e a l	L W O P			
Thur																						
Fri																						
Sat																						
Sun																						
Mon																						
Tues																						
Wed																						
														* 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. Floating	Reg. Comp Time (37.5 to 40) Since 4/1 Before 4/1	Over 40 Comp Time	Special Comp Time 6/11/04	BCS 1/1 - 12/31	PCS 1/1 - 12/31	VRWS
Beginning Balance										
Total Charges										
Sub-total										
Accruals Earned										
Ending Balance										

**ABSENCE CODES**

- PCS - Prostate Cancer Screening
- BCS - Breast Cancer Screening
- EOL - Employee Organization Leave\*\*
- FSL - Family Sick Leave
- JURY - Jury Duty/Court Appearance

- ML - Military Leave\*\*
- VAC - Vacation
- VRWS - Voluntary Reduction Work Schedule
- WC - Workers' Compensation Leave\*\*

CERTIFIED CORRECT AS TO TIME AND CREDITS

Employee \_\_\_\_\_

Supervisor \_\_\_\_\_

\*\*Supporting Documentation Required (Military Orders, Court Documents, Exam Notice, Etc.)