

SUNY New Paltz UUP Professional FLSA Non-Exempt

Supplemental Time Record Directions

All professional employees who have been designated non-exempt and complete a monthly time record using the SUNY on-line Time and Attendance System (TAS) must also complete the Supplemental Time Record on a biweekly basis for each pay period\*.

1. Enter dates for each pay week in the 2-week pay period.
2. Complete hours worked or charged for each scheduled work day. Time should be in 15 min. increments using a decimal format.
3. Dates/amounts charged to leave (except Comp Lv) should match what is shown charged in TAS. Time charged to Comp Leave should only be shown on the Supplemental Time Record.
4. From Comp Accrual Summary, enter amount from OT Comp Time Remaining Balance from previous supplemental time record in OT Comp Time-Balance Carried Forward.
5. Enter OT Comp Time used this pay period.
6. OT Comp Time Remaining Balance will be the beginning balance for the next pay period time record.
7. Print completed form, sign with original signature for employee and supervisor, and forward to Payroll.

\*Payroll Calendars showing pay period can be linked to from the Payroll website (use Administration Lag calendar): <http://www.newpaltz.edu/payroll/sched.html>

Note: a pay period starts the Thursday after payday

*Submit time record to the Payroll Office (HAB 301) no later than the Tuesday after payday.*

 (April 2014)