

**UNION COLLEGE BI-WEEKLY TIMESHEET**

**EMPLOYEE NO.** |\_\_|\_\_|\_\_|\_\_|\_\_|\_\_|\_\_|

**EMPLOYEE NAME** \_\_\_\_\_  
 LAST FIRST INITIAL

**DEPARTMENT** \_\_\_\_\_

**ACCOUNT NO.** |\_\_|\_\_|\_\_|\_\_|\_\_|

**PERIOD ENDING** \_\_/\_\_/\_\_\_\_

SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	TOTALS
														<b>REGULAR</b>
														<b>ADD'L HRS (040)</b>
														<b>OT (050)</b>
														<b>VACATION (070)</b>
														<b>HOLIDAY (091)</b>
														<b>SICK (080)</b>
														<b>CTO HRS (083)</b>
														<b>CTO CODE*</b>
														<b>SHIFT DIFF (55)</b>

The hours reported accurately reflect the hours worked. Vacation hours paid before earned will be deducted from my final paycheck per policy.

If you are electronically submitting this form, put your electronic signature by marking the box and typing your name below. In doing so you are hereby consenting and accepting this to constitute your signature, acceptance and agreement as if it was actually signed by you in writing.

CERTIFIED CORRECT  \_\_\_\_\_  
 EMPLOYEE SIGNATURE

APPROVED  \_\_\_\_\_  
 SUPERVISOR SIGNATURE

**\*CATEGORIES FOR CTO ABSENCE**

- |                         |                               |                       |                                     |
|-------------------------|-------------------------------|-----------------------|-------------------------------------|
| P-PERSONAL (083)        | D-DEATH IN FAMILY (085)       | SS-SICK STUDENT (019) | CV-COVID-19 PAY (100)               |
| J-JURY DUTY (087)       | M-MILITARY DUTY (088)         | L-LEAVE W/PAY (092)   | CS-COVID-19 SICK (103)              |
| V-NYPFL VAC (095)       | W-WINTER RECESS (090)         | DD-DISC DAY (078)     | CSS-COVID-19 SICK STUDENT (032)     |
| S-NYPFL SICK (082)      | C-COL. MANDATED CLOSING (086) |                       | CVC-COVID-19 SICK VACCINE (189)     |
| PL-NYPFL PERSONAL (081) |                               |                       | CVS-COVID-19 SICK VAC STUDENT (196) |