



University at Buffalo *The State University of New York*

UBF HOURLY TIME SHEET AND WAGE PAYROLL VOUCHER

Section 1

NAME			Person/Employee Number		
(Last)	(First)	(M.I.)	ACCOUNT NUMBER		
PAY PERIOD FROM: TO:					
DEPARTMENT NAME/LOCATION/PHONE					

Section 3

HOURLY RATE \$	Regular	Overtime
TOTAL HOURS	Regular	Overtime
AMOUNT DUE \$	Regular	Overtime

NOTE: SELECT A.M. OR P.M.
ENTER PARTS OF AN HOUR AS .25 FOR 1/4, .50 FOR 1/2, .75 FOR 3/4

Section 2

DATE	TIME IN	LUNCH		TIME OUT	HOURS WORKED
		OUT	IN		
THURS.					
FRI.					
SAT.					
SUN.					
MON.					
TUES.					
WED.					
TOTAL HOURS					

DATE	TIME IN	LUNCH		TIME OUT	HOURS WORKED
		OUT	IN		
THURS.					
FRI.					
SAT.					
SUN.					
MON.					
TUES.					
WED.					
TOTAL HOURS					

Section 4

I HAVE THOROUGHLY CHECKED THE INFORMATION AND CALCULATIONS ABOVE, AND CERTIFY THEM TO BE CORRECT.

EMPLOYEE SIGNATURE:
SUPERVISOR SIGNATURE:
COST APPROVER SIGNATURE:

****Please email signed timesheet to ubf-timesheets@buffalo.edu****

How to complete your UBF timesheet

Section 1

1. Input your Last (Family) Name, First (Given) Name
2. Input your Person Number (####-####)
3. Input the Pay Period (Please see Hourly Calendar PDF)
4. Input the Account/Fund Number
5. Input the Department's Name

Section 2

6. Input your Time In/Time Out and include your lunch breaks (if taken)
 - a. If you work more than 6 hours, you are legally required to take a 30-minute lunch break
 - b. Please enter your Hours Worked as .00 (:00), .25 (:15), .50 (:30), or .75 (:45)
 - i. Hours Worked: 4 hours = 4.00 hours
 - ii. Hours Worked: 4 $\frac{1}{4}$ hours = 4.25 hours
 - iii. Hours Worked: 4 $\frac{1}{2}$ hours = 4.50 hours
 - iv. Hours Worked: 4 $\frac{3}{4}$ hours = 4.75 hours
7. Add up the Hours Worked that week and input that in the Total Hours for each table
8. Make sure all the time calculations are correct

Section 3

9. Input your Hourly Rate and the Overtime Rate (Hourly Rate x 1.5)
10. Input the Amount Due (Hourly Rate X Total Hours Worked)
11. Input the Dates of the Pay Period under Date
12. Input your Total Hours Worked during that Pay Period (Week 1 Total Hours + Week 2 Total Hours)

Section 4

13. Sign the timesheet
14. Have your Supervisor sign the timesheet
15. Have an Authorized Signatory from the account/fund sign the timesheet (This may be your supervisor)
16. Submit complete PDF to ubf-timesheets@buffalo.edu