

UNIVERSITY AT BUFFALO
Semiannual Attendance Reporting Form -For Use By Part-Time Classified Service Employees

Name _____
(Please Print)

ANNIVERSARY DATES

Person # _____ FTE _____

Department _____

Vacation_____

Productivity Enhancement Program (PEP)

Official Job Title _____

Personal Leave _____ **Personal Leave Adjusted (May 30)**

YES ☐ NO ☐ (Check One)

[illegible]

*Calculated at the rate of time and one half and not to exceed 120 hours.

[illegible][illegible]

Certified Correct:

Employee Signature	Date

Supervisor Signature / Date

Please see reverse side for additional information.

TIME AND ATTENDANCE
Six-month Summary Reporting Schedule

Six-month Period		
July - Dec	Jan - June	
January 5	July 5	Six-month summaries due in Department
January 17	July 17	Six-month summaries due in Human Resources (120 Crofts Hall, North Campus)

If due date falls on a weekend or holiday, reports are due the next business day.

NOTE: Time and Attendance data must be supported by bi-weekly time sheets. The biweekly records are required to be kept by the Department for three fiscal years subsequent to the date of this certification. This semiannual report is to be completed and approved by the supervisor and sent to Human Resources January 17 and July 17 indicating accrual records for the preceding six-month period.