SUNY CORTLAND--PAYROLL

SUPERVISOR'S SUMMARY SHEET

PAYROLL DATES: FROM: TO:

NAME	OVER40 COMP TIME HOURS	ON-CALL STANDBY HRS WKD	REGULAR OVERTIME AND EXTRA TIME HRS WORKED	DATES	INCONV PAY	HOLIDAY CASH	MEALS

SUPERVISOR'S SIGNATURE

NOTE: PLEASE SUBMIT ON A BI-WEEKLY BASIS TO THE PAYROLL OFFICE, COINCIDING WITH TIMESHEETS
2/2009