

**SUNY Cortland**  
**Business Office--Payroll**  
**Supervisor's Summary Sheet for Stand-By/On-Call**

Payroll Period Dates: FROM \_\_\_\_\_ TO \_\_\_\_\_

**\*\*Payroll Office Use Only\*\***

Name	Line#	# of Shifts	Dates	Stand By Rate <small>(25% of Daily Rate)</small>	Total	Earnings Code

\_\_\_\_\_  
Supervisor's Signature

**NOTE: Please submit on a Bi-Weekly basis to the Payroll Office, coinciding with timesheets.**