

Name		N #	Phone Number:
Title	Line No.	Schedule (work days and hours)	
Pay Rate / Hour \$	Accrual rate day(s) per month _____	Department:	e-mail

Pay Period Beginning Date: \_\_\_\_\_ Pay Period Ending Date: \_\_\_\_\_

Actual Hours Worked						Accruals Charged			Total Hours Worked or Charged
Day	Date	In	Out	In	Out	Vacation	Sick Leave	Holiday	Total Hours
Sun									
Mon									
Tues									
Wed									
Thur									
Fri									
Sat									

Day	Date	In	Out	In	Out	Vacation	Sick Leave	Holiday	Total Hours
Sun									
Mon									
Tues									
Wed									
Thur									
Fri									
Sat									
<b>Totals</b>									

Accrual Summary	Vacation Leave	Sick Leave	Holiday Leave
Beginning Balance			
Total Charges			
Sub-Total			
Accruals Earned			
Ending Balance			

**Accrual Guidelines for UUP hourly employees**

To accrue for the month, you must be in pay status for the majority of the month. Accruals should then be credited during the pay period closest to the 15th of each month.

When charging accruals, you are required to charge what you normally work that day. These hours should be entered both in the "Accruals Charged" and "Total Hours" columns. For example, if you normally work a full day Monday and a half day Tuesday and you took both days off, you would charge a full day for Monday and half day for Tuesday, then indicate those hours in both columns.

Part time employees are eligible to observe/earn holidays that fall on regularly scheduled days only. Holidays are earned in the same manner as above. For example, if you work a holiday and you are regularly scheduled to work a half-day you would earn a half-day of holiday comp time to use at a later time.

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_