**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 |
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***SUPERVISOR'S SIGNATURE***

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