**Time and Attendance**

Buffalo State University
Human Resource Management
Cleveland Hall 403
1300 Elmwood Avenue
Buffalo, NY 14222-1095
Telephone: (716) 878-4822
Fax: (716) 878-3068

Buffalo State faculty and professionals utilize an online time and attendance system. To help us create your record and ensure its accuracy, please complete this form and **return it to: Human Resource Management (HRM), Cleveland Hall 403**.

Information and guides on the time and attendance system are available in the HRM Procedures Manual online at <http://hr.buffalostate.edu>.

 If you have any questions, please contact Human Resource Management at (716) 878-4822.

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| Employee Information |
| Employee Name: |       |
| Budget Title: |       |
| Department: |       |
| Start Date: |       |
| Supervisor’s Name: |       |
|  |
| Prior SUNY or New York State Agency Employment |
| *If you were previously employed at another SUNY or New York State agency, please complete this section. Upon receipt of this form, we will contact the agency to obtain your accrual records.* |
| SUNY or New York State Agency: |       |
|  | Address: |       |
| Dates of Employment: |       |
| SUNY or New York State Agency: |       |
|  | Address: |       |
| Dates of Employment: |       |