**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: | | |  |