

STATE UNIVERSITY OF NEW YORK AT GENESEO

**Statement of Attendance for Part Time Staff**

In accordance with Volume XI, Section 3.0100 of the New York State Accounting System User Procedure Manual, I met the first class on the scheduled date and hour.

Name:

Signature:

Department:

Date:

I certify the above named staff member was present for his/her first class of the semester.

Department Chair’s Signature

**PLEASE RETURN THIS FORM TO THE HUMAN RESOURCE OFFICE AS SOON AS POSSIBLE. THE FIRST PAYCHECK CANNOT BE RELEASED UNTIL THE STATEMENT IS ON FILE.**