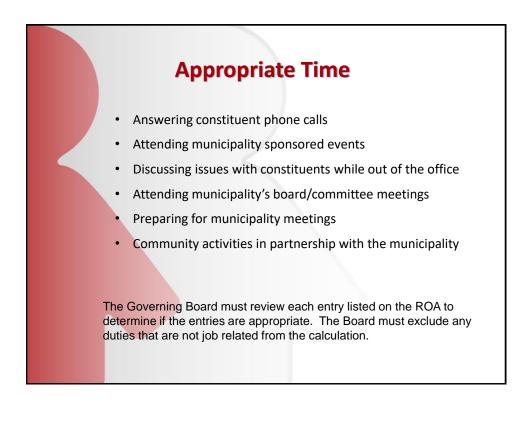


## What is a Record of Activities?

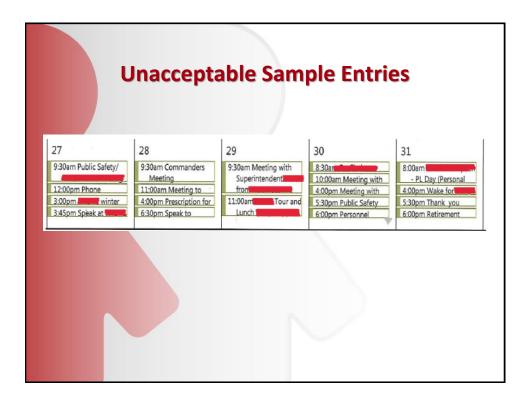
- An ROA is a 3 month log of the duties performed and hours worked
- The 3 month ROA is used to determine the service credit that will be reported to the Retirement System
- An ROA is good for up to 8 years provided that the officials' duties and hours have not substantially changed
- A Recertification of the Record of Activities (RS2419) must be signed with each new term of office
- When an official recertifies to the previous ROA they should be listed on the Resolution with the same ROA result that was previously listed
- An official must create a new ROA any time his or her hours or duties have changed
- The ROA result is the average days worked per month that will be reported to the Retirement System

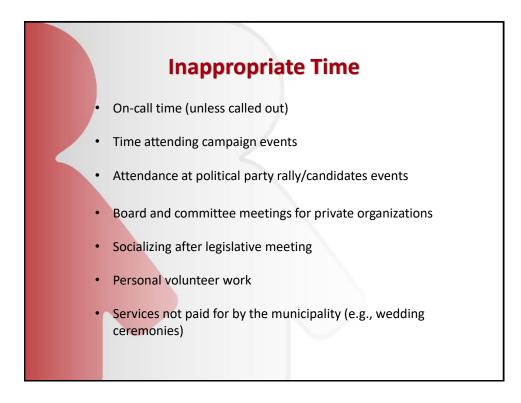
					Λ				
	San	npi	e	RO	A				
Elected/Appointed Official's	Record of Activ	ities	16	anuary 10, 2019	Prepare for mite on 1/15	9:30 414	11:00 AM	2.5	
ecord of Activities			_				7:00.044	1	
				anuary 10, 2019		6.00 PM	7.00 PM		
			1	anuary 11, 2019	Prepare speech and materials for 1/15 mtg.	9:00 AM	11:00 AM	2	
			3	anuary 11, 2019	Routine correspondence	11:00 AM	12:00 PM	1	
				anuary 11, 2019	Return phone calls	4:00 PM	5:00 PM	1	
Use a new row for each activity. You must include the start and end times for each activity.     Enter the date, activity, start and end times, and the number of hours. In the Hours column,				anuary 12, 2019	Committee mtg. on zoning	9:00 AM	12:00 PM	3	
only enter numbers (i.e. 2.75).				12 2012	Batura abasa colle	4.00.014	E-00.014	1	
			,	enuery 12, 2019	Neturn priorie Cal3	4.00 PM	2.00 PM	1	
the opuate rotal button.				Add New Row					
Start Time	End Time	Hours					Update Total	24	
1:00 PM	2:00 PM	1							
2:00 PM	3:00 PM	1		of the ROA by t	the amount of time used for vacatio				
warden 12:00 AM	1:00 AM	1		worked during the three-month period. Once you have completed recording activities for a three-month period, print this worksheet and sign and date below.					
cheon 12:00 PM	3:00 PM	3							
3:00 PM	4:00 PM	1		With my signat	ture, I attest to the accuracy of the i	ecord provided a	bove.		
ce 9:00 AM	11:00 AM	2							
aon mtg. 1:00 PM	3:00 PM	2		Signature		Dat	e		
6:00 PM	7:00 PM	1							
ast and North 9:00 AM	9:30 AM	0.5							
	Elected/Appointer Official's ecord of Activities our must includes these Roar bacters the "Qoders" total" bacters the "Qoders" total" 200 PM 200 PM 200 PM 200 PM 200 PM 200 PM 200 PM 200 PM 200 PM 200 PM	Elected/Appointer Official's Record of Activ ecord of Activities	Elected/Appointed Official's Record of Activities ecord of Activities	Elected/Appointed Official's Record of Activities ecord of Activities  ou must include the start and end times for each activity. In the start and end times for each activity. In the flows: activit	Elected/Appointed Official's Record of Activities Ecodd Activities ansury 10,2019 ansury 11,2019 ansury 11,2019 ans	Elected/Appointed Official's Record of Activities Ecodd of Activities we use include the start and end times for each activity, the mark from the start and end times for each activity, the mark from the start and end times for each activity, the mark from the start and end times for each activity, the mark from the start and end times for each activity, the mark from the start and the Moura column, New Row Doctor. It be "Update Total" button. To onside the start and end times for each activity, the start time total time Moura 100 PM 100 PM 100 PM 100 100 PM 100 PM 100 PM 100 100 PM 100 PM 100 PM 100 Signature, 1start to the accuracy of the sign end deter below. With my signature, 1 starts to the accuracy of the sign end deter below. With my signature, 1 starts to the accuracy of the sign end deter below. Signature	Elected/Appointed Official's Record of Activities           scord of Activities           an unst include the start and end times for eich ectriny, there Row" button.           to must include the start and end times for eich ectriny, there Row" button.           taberary 11, 2009         Prepare for mite, on 1/13         9.00 AM           aneary 11, 2019         Propare for mite, on 1/13         9.00 AM           aneary 11, 2019         Return phone call         6.00 PM           aneary 11, 2020         Return phone call         4.00 PM           aneary 12, 2020         Return phone call         4	$ \begin{array}{c} \hline \label{eq:product} Difficulty Record of Activities \\ \hline \end{titue} \\$	



	Acceptable	RO	Δ		
	Record of Act	ivities			
Nam					
Titl					
Employe	County				
6 - el					
Activity Log					
	row for each activity. You must includ				
	date, activity, start and end times, and numbers (i.e. 2.75).	the number of h	ours. In the Hour	s column,	
<ul> <li>To add a m</li> </ul>	ew row, click the "Add New Row" butt	on.			
<ul> <li>To total th</li> </ul>	e number of hours, click the "Update "	otal" button.			
Date	Activity	Start Time	End Time	Hours	
January 2, 2020	Senior staff meeting, travel to NH, NH meeting Genetic, Meeting with Ben- dynate & General States, Colonia Meeting	8am	7pm	11	
January 3, 2020	Press Conference prep, BOE press conference, return calls, NH	8am	2:30	6.5	
	employee meeting			dep in all	
January 8, 2020	Meeting with state officials, generation	8:30am	5pm	8.5	
January 9, 2020	Senior staff meeting, return calls, review emails/events, travel and attend <b>determine</b> event	9am	7pm	10	
January 10, 2020	Senior staff meeting, calendar review, return calls, email review	8:30a	5:45p	9.25	

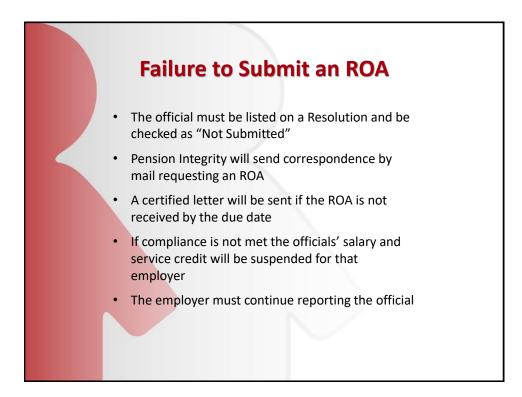
	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	Dec 29	30	31	Jan 1, 20 9:00am Swearing In for 12:00pm Swearing In for 12:00pm Luncheon for 1:00pm Luncheon for 1:00pm Swearing In for	2 800am vacation (Vacation ) - 11:00am Swearing In Geremony for Hon 600pm Swearing In for	3 7:00am Vacation (Vacation) - 8:30am Union Breakfast (Bound ber) - 1:00pm Lunch with DA	4
2	5	6 10:00am Meeting with segarding 2:30pm Meeting regarding the 6:00pm Swearing In for	7 9:30am Meeting (Headquarters) - 1:00pm Meeting with	8 7:00am Vacation (Vacation ) - 10:00am Update with architects on 6:00pm Swearing In for	9 10:00am Meeting with Sheriff's 1:00pm Invitation 3:00pm Updated 7:00pm	10 104Sannet Meeting	11 4:30pm A Bin New Years Celebration 6:00pm Speak at Installation for West
	12	13 11:00am funding meeting 5:30pm Meet & Greet 7:00pm Cigar Night 7:00pm Meeting with	14 9.30am Meeting Headquartersi - 10.00am Capita	15 10:15am Phone Interview with 11:30am Phone conversation with	16 7:00am Vacation (Vacation ) - 11:30am Heircut (Vacation ) 1:00pm Meeting with	17 3:00pm Swearing in for 5:00pm Cook Off	18 600pm Company Installation Banques
	19	20 2:00pm Meeting to discuss with the (The	21 9:00am NYS Company 9:30am Commenders 11:00am Meeting with 11:00am z 3:45pm Wake for Company	22 930am Wake for 11:30am Meeting 1:00pm Sheriff's Assn. 4:30pm Presentation by	23 11:00am to Discussion Forum For 1	24 7:00am Sick Day (1-5) (Sick 10:00am bar Denormal 11:30am Ambulance	25 8.00sm Amazing Race (among Table) (among among table)
	26	27 9:30am Public Safety/ 12:00pm Phone 3:00pm Swinter 3:45pm Spieak at 1995	28 9:30am Commanders <u>Meeting</u> 11:00am Meeting to 4:00pm Prescription for 6:30pm Speak to	29 9:30am Meeting with Superintendent from 11:00am Control Tour and Lunch	30 8:30am Meeting with 4:00am Meeting with 5:30am Public Safety 6:00am Personnel	31 8:00am Chertersonal - PL Day (Personal 4:00pm Wake for 5:30pm Thank you 6:00pm Retirement	Feb 1

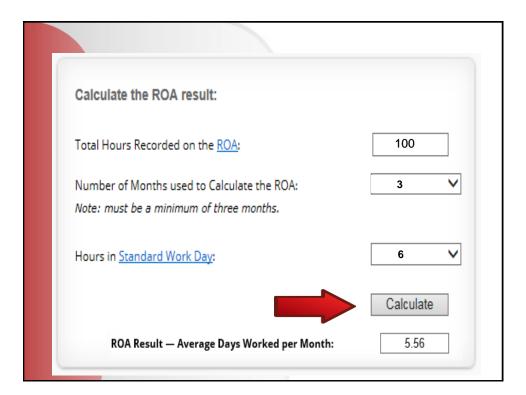


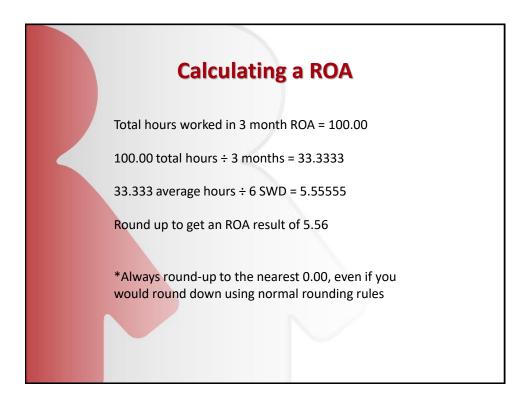


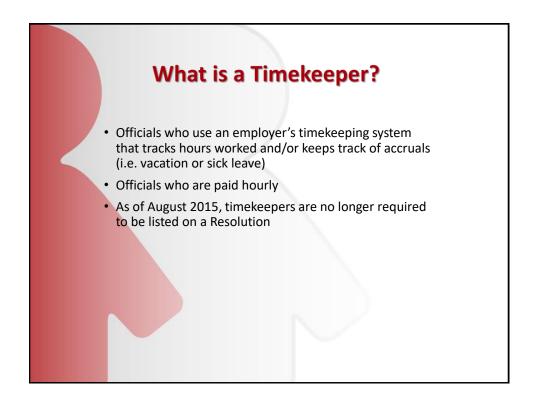
DAY 1	DAY 150	DAY 180
DAT 1 Term of Office / Appointment Begins	Complete Your ROA By	Submit Your ROA By
January 1, 2023*	May 30, 2023	June 29, 2023
April 1, 2023	August 28, 2023	September 27, 2023
July 1, 2023	November 27, 2023	December 27, 2023
January 1, 2024	May 29, 2024	June 28, 2024
April 1, 2024	August 28, 2024	September 27, 2024
July 1, 2024	November 27, 2024	December 27, 2024

Recertifi	cation of the Record of Activities	
	Office of the New York Status Computation     Received Date     Received Date       Service Status Act can dimension thread the service Status and th	
	I,, certify that I completed a 3-month record of activities for the term that began for my position as I attest that the record of activities maintained for the above named term is still representative of my	
	hours worked and that my responsibilities have not substantially or materially changed. My current term begins on and ends on	
	Signature of Member Date	
	Employer Location Code:	
	NOTE: A record of activities and any certification based upon such record shall not be valid for more than eight years from the date of the taking of effice for which the record of activities was initially maintained.	
	Please keep this form on file in your records and submit a copy to NYSLRS only upon request.	









## **Acceptable Timekeeping System**

The timekeeping system should include a signature and should attest that full hours were worked except for time charged to accruals. The system should also include the signature of the official's supervisor, when applicable, to certify the information is correct.

Examples of a timekeeping system are:

- Hard copy (paper) time sheets
- Electronic time sheets
- Punch cards



