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OFFICE OF HUMAN RESOURCES

TO: Full Time Staff
FROM: John Siderakis, Interim Deputy Director of Human Resources
DATE: May 13, 2011
RE: New Timesheet Submission Procedures

The Office of Human Resources is pleased to announce the launch of a new and improved timekeeping system which will allow the college to effectively and accurately track time and leave balances. This new streamlined process integrates CCNY's payroll system with our new timekeeping system and provides the ability to implement a system of checks and balances to ensure that overpayments are eliminated. It will also facilitate the integration of the New York State Payroll System with CUNYfirst.

The new timesheet process will be implemented through the submission of either monthly or biweekly timesheets. The monthly or biweekly submission frequency of timesheets corresponds with an employee's title. As such, the following two groups of full time employees were created:

GROUP A - Monthly Timesheets

Executive Compensation Plan (ECP) Employees
Higher Education Officer (HEO) Series Employees
Research Assistants and Research Associates
College Lab Technicians (CLTs, Senior CLTs, Chief CLTs)
IT Assistants, Associates, and Senior Associates
Classified Managerial Employees
Project Managers

GROUP B - Biweekly Timesheets*

CUNY Office and Administrative Assistants
College Accountants and Accounting Assistants
Mail/Message Service Workers
College Print Shop Assistants and Associates
Disability Accommodations Specialists
Architect
Media Service Technicians
Staff Nurse
Purchasing and Assistant Purchasing Agents

** These procedures do not apply for employees who currently use a time clock to record their time.*

The following new procedures will begin effective June 1, 2011.

1. Timesheet Submission (Monthly or Biweekly)

Monthly timesheets for all employees under ‘GROUP A’ will be due to the Payroll Office (located in Shepard Hall, Room 92) on a monthly basis. Monthly timesheets are due to the Payroll Office by the seventh calendar day following the month worked. For example, the monthly timesheet covering the month of May 2011 is due by June 7, 2011.

Biweekly timesheets for all employees under ‘GROUP B’ will be due to the Payroll Office on a biweekly basis. Biweekly timesheets are due by the Monday after each payday Thursday. For example, the biweekly timesheet covering the payroll period of June 2, 2011 through June 15, 2011, is due to the Payroll Office by Monday, June 20, 2011 (*please refer to the last page of this memorandum for payroll chart and due dates*).

2. Individual Submission of Timesheets

Departmental timesheets with more than one employee listed will no longer be accepted. Each employee will submit an individual timesheet. With this new process employees will be responsible for delivering their own timesheets to the Payroll Office.

3. Electronic Timesheets

Electronic timesheets are available on CCNY’s HR website (click on link: [Timesheet Forms](#)). Employees should create their timesheets electronically (not handwritten), and then submit a printed copy for their supervisor’s approval and signature. Handwritten changes or white-out will no longer be accepted on timesheets. Any timesheets with handwritten changes or are unsigned will not be processed and will be returned to the supervisor.

4. Late Timesheets

Timesheets that are not submitted by the due dates as outlined above will be considered “Late”. Timesheets marked as “Late” may result in a disruption of the employee’s paycheck and direct deposit (if applicable). Employees who are taken off direct deposit will remain off direct deposit until such time that their timesheets have been submitted on time for two consecutive months (‘GROUP A’ Employees) or four consecutive pay periods (‘GROUP B’ Employees).

5. Missing Timesheets

In preparation for the launch of this new timekeeping system Human Resources has conducted an audit of missing timesheets for all employees. Employees with missing timesheets must submit them to the Payroll Office as soon as possible but no later than May 31, 2011. If you have any questions with regard to your missing timesheets, please contact the Payroll Office at (212) 650 7238.

6. Town Hall Meetings

The Office of Human Resources will be offering Town Hall Meetings to discuss the new timekeeping process and answer any questions you may have. You are strongly encouraged to attend one of the scheduled Town Hall Meetings. These meetings will be held on the following dates/ time/ location:

- **Session 1:** Friday, May 20, 2011 / 2pm – 3pm / NAC 4/213
- **Session 2:** Monday, May 23, 2011 / 2pm – 3pm / NAC 4/213
- **Session 3:** Wednesday, May 25, 2011 / 2pm – 3pm / NAC 4/213
- **Session 4:** Friday, May 27, 2011 / 2pm – 3pm / NAC 4/213

RSVP the session of your choice to Reldalee Wagner at: rwagner@ccny.cuny.edu.

Additional Town Hall Meetings may follow depending on demand.

If you have any questions please feel free to contact our Payroll Office at (212) 650 7238.

2011 PAYROLL CHART / DUE DATES (GROUP B Employees Only)

Payroll Period Covered	Timesheet Due
6/2/11 through 6/15/11	6/20/2011
6/16/11 through 6/29/11	7/5/2011
6/30/11 through 7/13/11	7/18/2011
7/14/11 through 7/27/11	8/1/2011
7/28/11 through 8/10/11	8/15/2011
8/11/11 through 8/24/11	8/29/2011
8/25/11 through 9/7/11	9/12/2011
9/8/11 through 9/21/11	9/26/2011
9/22/11 through 10/5/11	10/10/2011
10/6/11 through 10/19/11	10/24/2011
10/20/11 through 11/2/11	11/7/2011
11/3/11 through 11/16/11	11/21/2011
11/17/11 through 11/30/11	12/5/2011
12/1/11 through 12/14/11	12/19/2011
12/15/11 through 12/28/11	1/2/2012