1. Employees will log on to Central Timekeeping by using the link below, with their CCNY email username and password:

https://portal.ccny.cuny.edu/depts/hr/timesheet/signin.php



#### Sign-in to Access Fulltime Employees Timesheet



2. Employees logging in for the first time will be prompted to create and store their electronic signature.



3. Then click on tab labeled "Home" to start your timesheet.

Home	My Timesheets	Update Signature	Suggestion & Issues	
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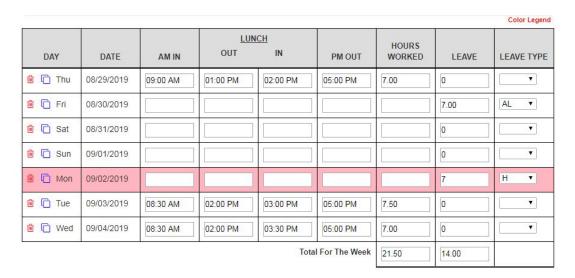
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DAY	DATE	AMIN	OUT	NCH IN	PM OUT	HOURS WORKED	LEAVE	LEAVE TYPE
e 🛅 Thu	04/04/2019	09:00 AM	12:00 PM	01:00 PM	05:00 PM	7.00		
n∃ 🗀 Fri	04/05/2019	09:00 AM	12:00 PM	01:00 PM	05:00 PM	7.00		•
⊜ 🗀 Sat	04/06/2019							
a 🕝 Sun	04/07/2019	1						
⊜ 🕝 Mon	04/08/2019	09:00 AM	12:00 PM	01:00 PM	05:00 PM	7.00		•
∃ 🗇 Tuc	04/09/2019	09:00 AM	12:00 PM	01:00 PM	05:00 PM	7.00		•
⊜ 🗇 Wed	04/10/2019	09:00 AM	12:00 PM	01:00 PM	05:00 PM	7.00		•
				To	tal For The Week	35.00		
				Tota	I For The Period	70.00		1

Timesheet Comments:		
Write your comment here		

- 4. Make sure all the information with an asterisk (\*) is correct and complete in order to fill in and submit your timesheet.
- 5. Select the pay period from the drop down menu, the last box on the right-hand side.

PAY PERIOD:*	09/12/2019	
		Once the correct pay period is selected, you may begin
to enter ho	ours worked.	



DAY	DATE	AM IN	OUT LU	NCH IN	PM OUT	HOURS WORKED	LEAVE	LEAVE TYPE
🗎 🗋 Thu	09/05/2019	08:30 AM	02:00 PM	03:00 PM	04:30 PM	7.00	0	7
🛍 🗋 Fri	09/06/2019	08:30 AM	02:00 PM	03:00 PM	05:00 PM	7.50	0	-
	09/07/2019						0	
₫ 🗋 Sun	09/08/2019						0	
fil Mon	09/09/2019						7	▼*
tue ☐ Tue	09/10/2019	08:30 AM	02:00 PM	03:00 PM	05:00 PM	7.50	0	
₩ed	09/11/2019	08:30 AM	02:00 PM	03:30 PM	05:00 PM	7.00	0	
8				To	tal For The Week	29.00	7.00	
			Total For The Period			50.50	21.00	

If you entered a "Leave", please enter "Leave Type" too

AL - Annual Leave CCL - Child Care Leave FML - Family Medical Leave HS - Health Screening LWOP - Leave Without Pay PPL - Paid Parental Leave

SL - Sick Leave

WC - Worker's Compensation

BL - Bereavement Leave CTU - Comp Time Used

H - Holiday JD - Jury Duty ML - Military Leave SD - Snow Day

UH - Unscheduled Holiday

6. Once all information is entered, review to ensure your schedule is correct then click:

Submit TimeSheet

located on the bottom right on the screen.

7. An email notification will be sent to the supervisor for review/approval of the timesheet.

Dear Supervisor,

Employee has submitted a new timesheet that requires your approval.

Click to go to your account

Thank you.

- 8. During the supervisor's review of the timesheet:
  - a. If the supervisor **is** in agreement with the hours submitted by the employee, then they will select << Approve Timesheet>> to approve the timesheet.
  - b. If the supervisor **is not** in agreement with the hours submitted by the employee, then they will select << Deny Timesheet>> to deny the timesheet.

Employee Timesheet Comments:	
Deny Timesheet	Approve TimeSheet

c. If denied, the employee will receive an email notifying them that the timesheet was not approved.

From: CCNY Timesheet [mailto:ccnyapps@ccny.cuny.edu] Sent: Thursday, April 11, 2019 3:58 PM

Subject: Your Timesheet Has Been Denied

As we discussed.

#### How to edit your timesheet?

- Click on the top menu to access your recently submitted timesheets.
- Next, select your denied timesheet by clicking on the edit link
  Finally correct all the areas that have been pointed out by your supervisor.
  Once you are done making the corrections, submit it

Click here to login to your account

- d. The employee should then consult with their supervisor to come to an agreement about the hours worked during the pay period in question.
- e. When the employee resolved should resubmit the updated timesheet for their supervisor's approval.
- The supervisor would then proceed as indicated in 7a. Above.
- 9. Approved timesheets are routed to the Office of Human Resources (HR) for processing.
- 10. Employees will receive email a confirmation upon the completion of the processing by HR of their timesheet. The email will look like the following:

#### **HR has Processed your Timesheet**

CCNY Timesheet <ccnyapps@ccny.cuny.edu> Sent:

To:

This email is to notify you that your recently submitted timesheet has been process by the Human Resources Office.

Timesheet Pay Period: 02/14/2019 No action needs to be taken on your part.

Please do not respond to this email.

Thank you.