Electronic Timesheet Submission Procedures
(Full Time Employees)

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

The City College of New York

Sign-in to Access Fulltime Employees Timesheet

Sign in with your CCNY Account

ccny username

password

Sign in

I can't access my account

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

Create New Signature

Please Sign Below:

Clear   save

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

Home   My Timesheets   Update Signature   Suggestion & Issues

Fulltime Employees Timesheet

NAME:*		TITLE:*	
DEPARTMENT:*		SUPERVISOR:*	
CUNY EMPLID:*		TIMEKEEPER:	Timekeeper
PHONE:*		SCHEDULE:	
LOCATION:*		PAY PERIOD:*	

- Please remember to include a one (1) hour lunch break. Total number of hours for the day must total seven (7). Any hours worked under seven (7) must be charged to either annual leave or sick leave.
- Please verify that all the information on this page is correct including the calculations before submitting your timesheet.
- If there are any problems completing the timesheet, contact the Programming Section in the Office of Information Technology 212-650-7078 or the Office of Human Resources at 212-650-7238.

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
UH - Unscheduled Holiday

BL - Bereavement Leave
CTU - Comp Time Used
H - Holiday
JD - Jury Duty
ML - Military Leave
SL - Sick Leave
WC - Worker's Compensation

DAY	DATE	AM IN	LUNCH OUT	LUNCH IN	PM OUT	HOURS WORKED	LEAVE	LEAVE TYPE
Thu	03/28/2019	09:00 AM	12:00 PM	01:00 PM	05:00 PM	7.00		
Fri	03/29/2019	09:00 AM	12:00 PM	01:00 PM	05:00 PM	7.00		
Sat	03/30/2019							
Sun	03/31/2019							
Mon	04/01/2019	09:00 AM	12:00 PM	01:00 PM	05:00 PM	7.00		
Tue	04/02/2019	09:00 AM	12:00 PM	01:00 PM	05:00 PM	7.00		
Wed	04/03/2019	09:00 AM	12:00 PM	01:00 PM	05:00 PM	7.00		
					Total For The Week	35.00		

DAY	DATE	AM IN	LUNCH OUT	LUNCH IN	PM OUT	HOURS WORKED	LEAVE	LEAVE TYPE
Thu	04/04/2019	09:00 AM	12:00 PM	01:00 PM	05:00 PM	7.00		
Fri	04/05/2019	09:00 AM	12:00 PM	01:00 PM	05:00 PM	7.00		
Sat	04/06/2019							
Sun	04/07/2019							
Mon	04/08/2019	09:00 AM	12:00 PM	01:00 PM	05:00 PM	7.00		
Tue	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		
					Total For The Week	35.00		
					Total For The Period	70.00		

Timesheet Comments:
Write your comment here

Submit TimeSheet

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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 hours worked.

Color Legend

DAY	DATE	AM IN	LUNCH OUT	LUNCH IN	PM OUT	HOURS WORKED	LEAVE	LEAVE TYPE
🗑 📋 Thu	08/29/2019	09:00 AM	01:00 PM	02:00 PM	05:00 PM	7.00	0	▼
🗑 📋 Fri	08/30/2019						7.00	AL ▼
🗑 📋 Sat	08/31/2019						0	▼
🗑 📋 Sun	09/01/2019						0	▼
🗑 📋 Mon	09/02/2019						7	H ▼
🗑 📋 Tue	09/03/2019	08:30 AM	02:00 PM	03:00 PM	05:00 PM	7.50	0	▼
🗑 📋 Wed	09/04/2019	08:30 AM	02:00 PM	03:30 PM	05:00 PM	7.00	0	▼
					Total For The Week	21.50	14.00	

DAY	DATE	AM IN	LUNCH OUT	LUNCH 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	▼
🗑 📋 Fri	09/06/2019	08:30 AM	02:00 PM	03:00 PM	05:00 PM	7.50	0	▼
🗑 📋 Sat	09/07/2019						0	▼
🗑 📋 Sun	09/08/2019						0	▼
🗑 📋 Mon	09/09/2019						7	▼
🗑 📋 Tue	09/10/2019	08:30 AM	02:00 PM	03:00 PM	05:00 PM	7.50	0	▼
🗑 📋 Wed	09/11/2019	08:30 AM	02:00 PM	03:30 PM	05:00 PM	7.00	0	▼
					Total For The Week	29.00	7.00	
					Total For The Period	50.50	21.00	

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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
To:
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.

f. 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.