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

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

   Create New Signature

   Please Sign Below:
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3. Then click on tab labeled “Home” to start your 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. Once the correct pay period is selected, you may begin to enter hours worked.
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If you entered a "Leave", please enter "Leave Type" too

<table>
<thead>
<tr>
<th>AL</th>
<th>Annual Leave</th>
</tr>
</thead>
<tbody>
<tr>
<td>CCL</td>
<td>Child Care Leave</td>
</tr>
<tr>
<td>FML</td>
<td>Family Medical Leave</td>
</tr>
<tr>
<td>HS</td>
<td>Health Screening</td>
</tr>
<tr>
<td>LWOP</td>
<td>Leave Without Pay</td>
</tr>
<tr>
<td>PPL</td>
<td>Paid Parental Leave</td>
</tr>
<tr>
<td>SL</td>
<td>Sick Leave</td>
</tr>
<tr>
<td>WC</td>
<td>Worker's Compensation</td>
</tr>
<tr>
<td>BL</td>
<td>Bereavement Leave</td>
</tr>
<tr>
<td>CTU</td>
<td>Comp Time Used</td>
</tr>
<tr>
<td>H</td>
<td>Holiday</td>
</tr>
<tr>
<td>JD</td>
<td>Jury Duty</td>
</tr>
<tr>
<td>ML</td>
<td>Military Leave</td>
</tr>
<tr>
<td>SD</td>
<td>Snow Day</td>
</tr>
<tr>
<td>UH</td>
<td>Unscheduled Holiday</td>
</tr>
</tbody>
</table>

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

   ![Submit TimeSheet](submit_button)

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

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>

This email is to notify you that your recently submitted timesheet has been processed 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.
```