The City College of New York

Office of Human Resources

Electronic Central Timekeeping Timesheet Submission Procedures

(Hourly Employees)

1. Log on to Electronic Central Timekeeping at https://portal.ccny.cuny.edu/depts/hr/timesheet_hr/signin.php with your employee email and password.
2. The system will prompt you to create and store your electronic signature.
3. Click on the "Home" tab to complete your timesheet.
4. Review information such as, name and CUNY Employee ID for accuracy.
5. Select your Title, Department and Supervisor from the drop-down menus.
6. Select pay period and enter hours worked.
7. Review, then click "Submit Timesheet" button on the bottom of the page.
8. The supervisor will receive a notification that a timesheet has been submitted.
9. The supervisor reviews the timesheet.
   a. If the hours submitted are incorrect the supervisor may deny the timesheet. The employee will be sent a notification e-mail.
   b. The employee will fix the error/s noted on timesheet and resubmit back to supervisor for approval.
10. The supervisor approves timesheet.
    a. Supervisors please note, timesheets not approved on Tuesday at noon after might not be processed in time for time for the corresponding payroll.
    b. Timesheets are due every other Monday. Example of timesheets due dates, 9/14/2020, 9/28/2020, 10/12/2020
    c. Payroll schedules can be found at
11. Approved timesheets are routed to timekeeping for processing.
12. Employees will receive email confirmation upon completion of payroll submission.
13. Previously submitted timesheets are stored in the "My Timesheets" tab.