

This FileDrop feature will further streamline the timesheet submission process by allowing full-time non-teaching titles (i.e., ECP's, CLT's, HEO, RA series employees and White Collar Classified employees) to upload timekeeping relevant documentation to e-CT, such as:

- Doctor's notes
- Jury Duty notices
- Bereavement leave supporting documents
- COVID-19 vaccination card for use of COVID-19 Vaccination Leave (CVL)
- COVID-19 priority testing documentation

Documentation uploaded should correspond with the timesheet being submitted. To upload the supporting documentation through the FileDrop feature, please follow the steps below:

- Log in to [Electronic Central Timekeeping \(e-CT\)](#)
- Scroll to the bottom of the "Home" page
- Select the "Payroll Services FileDrop" link located above the "Timesheet Comments" section and a new "Payroll Services" window will open. Please see the reference below:

Please submit any documentation to support your leave(s) to HR at [Payroll Services FileDrop](#).

Note the following when submitting this documentation:

- Do not change the subject line.
- A description of the documentation must be included in the body of your email.
- In the "Payroll Services" window, go to "Add Files" (green tab, located at the bottom left of the window), upload supporting documentation and select "Send" when complete
 - Do not change the "Subject" line
 - Include a description of the documentation in the "Message" section. Please see the reference below:

Payroll Services

From

Subject

Message

Rich text editor toolbar with icons for undo, redo, bold, italic, underline, strikethrough, font color, background color, bulleted list, numbered list, indent, outdent, text color, text background color, link, unlink, and a minus sign. Below the toolbar is a large text area for composing the message.

 **Drop Files Here**

Limitations

250 MB

[Accepted Filetypes](#)

+ Add Files...

Send

Should you need additional information, Payroll Services at 212-650-7796 or via email at payrollservices@ccny.cuny.edu.