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