Bi-weekly Timesheet Instructions
Non-Teaching Instructional Staff

- These timesheets are based on the payroll calendar, so the date entered in the section **Period Beginning** for each biweekly timesheet will always be a payday Thursday, beginning with September 5, 2013. When you enter this date, you will note that the days will be automatically filled in the **Day and Date** section under the heading **Daily Record Completed by Employee.**

- Please note that all time entry changes must be made using the 24-hour clock (see 24-hour clock conversion chart). When you enter time using the 24-hour clock, it will appear in regular hours (for example, when you enter 18:00 hours, it will appear on your timesheet as 6:00 PM.)

- The Excel format automatically calculates your regular number of hours worked. However, when you use any leave time, you will need to adjust your schedule accordingly. *Please note that time must be reported in 15-minute increments only.*

- If you are absent for the entire day, delete all the information in the column **Daily Record (Completed by Employee)**, then enter 7 hours of leave time in one of the four columns listed under **Used Accrued Time Completed by Employee**: **Sick Leave**, **Annual Leave**, **UH Leave**, or **Other Leave** (see Friday, September 6, 2013).

- If you are absent for a partial day, change your schedule to indicate which hours you worked, and enter the hours of leave time in the appropriate column listed under **Used Accrued Time Completed By Employee** (see Monday, September 9, 2013).

- If your absence is not sick leave, annual leave, or an unscheduled holiday, enter the number of hours taken in the column marked **Other Leave.** Check the **Other Leave Legend** in the lower left hand corner of the timesheet, and enter the code for your absence in the **Other Code** column (see Thursday, September 12, 2013).

- After completing your timesheet, print it out, sign it, get it signed by your supervisor, and deliver it to *Shepard Hall Room 92, Attention Amrita Lal (Timekeeper)*.

- Biweekly timesheets are due on the Monday following each payday; your first timesheet, which covers the time period from Thursday, September 5, 2013 through Wednesday, September 18, 2013, will be due on Monday, September 23, 2013 (see payroll calendar and due dates).

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College: _____

FULL TIME NON-TEACHING INSTRUCTIONAL STAFF TIME SHEET

NAME:	**TITLE:**
CUNYFIRST EMPL ID:	**SUPERVISOR:**
PHONE:	**TIMEKEEPER:** Amrita Lal
DEPARTMENT:	**ASSIGNED WORK SCHEDULE:**
LOCATION:	**PERIOD BEGINNING:** 9/5/2013

Instructions: Please see the attached detailed instructions for completing the time sheet.
The daily record of time and attendance is based on the 24-Hour Clock. Please also see the attached 24-Hour Clock conversion chart.

Daily Record (Completed by Employee)						Used Accrued Time (Completed By Employee)				HR Use Only		
DAY and DATE	IN	LUNCH OUT	LUNCH IN	OUT	HOURS WORKED	SICK LEAVE	ANNUAL LEAVE	UH LEAVE	OTHER LEAVE	OTHER LEAVE	COMP TIME	OVER TIME
Thursday, September 05, 2013	9:00 AM	12:00 PM	1:00 PM	5:00 PM	7:00							
Friday, September 06, 2013					0:00	7.00						
Saturday, September 07, 2013					0:00							
Sunday, September 08, 2013					0:00							
Monday, September 09, 2013	9:00 AM	12:00 PM	1:00 PM	3:00 PM	5:00		2.00					
Tuesday, September 10, 2013	9:00 AM	12:00 PM	1:00 PM	5:00 PM	7:00							
Wednesday, September 11, 2013	9:00 AM	12:00 PM	1:00 PM	5:00 PM	7:00							
Total For The Week					**26:00**	7.00	2.00	0.00	0.00			

Daily Record (Completed by Employee)						Used Accrued Time (Completed By Employee)				HR Use Only		
DAY and DATE	IN	LUNCH OUT	LUNCH IN	OUT	HOURS WORKED	SICK LEAVE	ANNUAL LEAVE	UH LEAVE	OTHER LEAVE	OTHER LEAVE	COMP TIME	OVER TIME
Thursday, September 12, 2013					0:00				7.00	JD		
Friday, September 13, 2013	9:00 AM	12:00 PM	1:00 PM	5:00 PM	7:00							
Saturday, September 14, 2013					0:00							
Sunday, September 15, 2013					0:00							
Monday, September 16, 2013	9:00 AM	12:00 PM	1:00 PM	5:00 PM	7:00							
Tuesday, September 17, 2013	9:00 AM	12:00 PM	1:00 PM	5:00 PM	7:00							
Wednesday, September 18, 2013	9:00 AM	12:00 PM	1:00 PM	5:00 PM	7:00							
Total For The Week					**28:00**	0.00	0.00	0.00	7.00			
Total For The Period					**54:00**	7.00	2.00	0.00	7.00			

Other Leave Legend
CTU - Comp Time Used
HOL - Holiday
HS - Health Screening (4 hr max per calendar year)
JD - Jury Duty
CCL - Child Care Leave
FML - Family Medical Leave
LWOP - Leave Without Pay
ML - Military Leave
PPL - Paid Parental Leave
WC - Worker's Compensation

Employee Certification: By signing below I hereby certify that the time reported is accurate.

Employee Signature: _____

Supervisor Signature: _____

Timekeeper Signature: _____

05/24/12 AY

24-HOUR CLOCK CONVERSION CHART

Regular Time		24-Hour Clock
12:00 A.M.	=	0:00
1:00 A.M.	=	1:00
2:00 A.M.	=	2:00
3:00 A.M.	=	3:00
4:00 A.M.	=	4:00
5:00 A.M.	=	5:00
6:00 A.M.	=	6:00
7:00 A.M.	=	7:00
8:00 A.M.	=	8:00
9:00 A.M.	=	9:00
10:00 A.M.	=	10:00
11:00 A.M.	=	11:00
12:00 P.M.	=	12:00
1:00 P.M.	=	13:00
2:00 P.M.	=	14:00
3:00 P.M.	=	15:00
4:00 P.M.	=	16:00
5:00 P.M.	=	17:00
6:00 P.M.	=	18:00
7:00 P.M.	=	19:00
8:00 P.M.	=	20:00
9:00 P.M.	=	21:00
10:00 P.M.	=	22:00
11:00 P.M.	=	23:00

Hours and minutes must be notated as per the 24 hour clock in *hours:minutes*. *Note the colon between hours and minutes.*

Payroll Periods and Due Dates 2013-2014 for Non-Teaching Instructional Staff	
Payroll Period Covered	**Timesheet Due**
9/5/13 through 9/18/13	9/23/2013
9/19/13 through 10/2/13	**10/8/2013
10/3/13 through 10/16/13	10/21/2013
10/17/13 through 10/30/13	11/4/2013
10/31/13 through 11/13/13	11/18/2013
11/14/13 through 11/27/13	12/2/2013
11/28/13 through 12/11/13	12/16/2013
12/12/13 through 12/25/13	12/30/2013
12/26/13 through 1/8/14	1/13/2014
1/9/14 through 1/22/14	1/27/2014
1/23/14 through 2/5/14	2/10/2014
2/6/14 through 2/19/14	2/24/2014
2/20/14 through 3/5/14	3/10/2014
3/6/14 through 3/19/14	3/24/2014
3/20/14 through 4/2/14	4/7/2014
4/3/14 through 4/16/14	4/21/2014
4/17/14 through 4/30/14	5/5/2014
5/1/14 through 5/14/14	5/19/2014
5/15/14 through 5/28/14	6/2/2014
5/29/14 through 6/11/14	6/16/2014
6/12/14 through 6/25/14	6/30/2014
6/26/14 through 7/9/14	7/14/2014
7/10/14 through 7/23/14	7/28/2014
7/24/13 through 8/6/14	8/11/2014
8/7/14 through 8/20/14	8/25/2014
8/21/14 through 9/3/14	9/8/2014
**not on a Monday due to holiday	