The City College of New York

NON-TAX LEVY

Non- Tax Levy Hourly Time Sheet

NAME: _____ **TITLE:** _____

PHONE: _____ **DEPARTMENT:** _____

BUDGET CODE: _____ **SSN LAST 4:** _____

HOURLY RATE: _____ **SUPERVISOR:** _____

DATE	AM IN	LUNCH OUT	LUNCH IN	PM OUT	HOURS WORKED
				Total For The Period	

Employee Signature: _____ **Date:** _____

Supervisor Signature: _____ **Date:** _____

Timekeeper Signature: _____ **Date:** _____

NEW YORK STATE LABOR LAW COMPLIANCE

Under New York State Labor Law, employees may not work more than five (5) hours without a meal break. The meal period, a minimum of thirty minutes is unpaid.

REV: 3/5/2014