



**OFFICE OF HUMAN RESOURCES (OHR)**  
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**Checklist of Timesheets for Employees:** Executive/ Senior Administrative, Full-Time Faculty, Adjuncts, Higher Education Officer (HEO) Series, College Laboratory Technician (CLT), Classified Management and Staff and College Assistant.

**All Timesheets are accessible via links on the Office of Human Resources (OHR) website**

**Timesheets**

**Action to be taken by Employee, Supervisor and/or Department**

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| 1. Executive/Senior Administrative<br>HEO, CLT and Classified Managerial | Employee/Supervisor must complete and return Monthly Timesheet to the Time/Leave Coordinator   |
| 2. Full-Time Faculty   | Department must complete and return Monthly Timesheet to the Time/Leave Coordinator            |
| 3. Adjunct   | Department must complete and return Monthly Timesheet to the Payroll Office                    |
| 4. Administrative Adjunct  | Employee/Supervisor must complete and return Bi-Weekly Timesheet to the Payroll Office         |
| 5. Classified Staff  | Employee/Supervisor must complete and return Bi-Weekly Timesheet to the Time/Leave Coordinator |
| 6. College Assistant   | Employee/Supervisor must complete and return Bi-Weekly Timesheet to the Payroll Office         |