NON-TEACHING INSTRUCTIONAL STAFF TIMESHEET
INSTRUCTIONS FOR USE

Each employee must submit the Uniform Timesheet for Full-time Non-Teaching Instructional Staff on a bi-weekly basis. (Your college HR office will determine whether the timesheet corresponds to two (2) work weeks or to the bi-weekly pay period.) In order to simplify the use of the timesheet, you may save a copy of the timesheet with your personal information as a template, changing the Assigned Work Schedule and Period Beginning Date, as necessary.

- Personal information:
  College: Use the drop down arrow on the right side to select your college.
  Job Title: Enter your functional title, e.g., Assistant Director for Admissions.

Contact College HR
- If you don’t know whether you are exempt or non-exempt under the FLSA. You may also find your FLSA status on your job posting, or on your current job description, which is available in your personal personnel file.
- If you don’t know whether you are excluded from representation by the PSC by virtue of your functional title.

Name: Enter your First Name, Middle Initial, Last Name.
Title: Use the drop down arrow on the right to select your contract title.

CUNYfirst Empl. ID.: Enter your CUNYfirst EMPLID.
(Contact College HR if you do not know your Empl. ID.)

Supervisor: Enter the name of your supervisor.
Department: Enter the name of the department of your primary appointment.
**Assigned Work Schedule:**
Enter your scheduled daily arrival and departure times for the bi-weekly period covered by this timesheet period. (Please note that a normal work day should typically encompass seven (7) hours, with an additional hour for a meal break, as assigned and approved by your supervisor.)
- If you have a different work schedule for Week 1 and Week 2 of the bi-weekly period, enter accordingly.
- If your schedule varies from day to day, note it in the Comments by Employee section.
- If you deviate from your assigned work schedule, make note of this in the Comments by Employee section.
- Please note that whenever possible, changes in your work schedule should be approved by your supervisor in advance.

**Phone No.:**
Enter your personal work phone number or department phone number, as applicable.

**Period beginning:**
Enter the date in the format shown (00/00/0000). The daily record will change accordingly.

**Daily Record:**
The timesheet includes formulas to calculate daily time. Follow the instructions on entering time, based on the 24-hour clock.
- If you want to enter 1:45 PM, you should enter 13:45. The timesheet will record 1:45 p.m.
- It is critical to remember to use a colon in the number.
- Time must be entered to the nearest quarter hour.
- e.g.: An employee reporting to work at 9.06 a.m. records 9 a.m.
- An employee reporting to work at 9.07 a.m. records 9:15 a.m.

**Enter the following:**
In:
Enter the time you begin work:
If you enter 9:00, it is recorded as 9:00 AM
If you enter 13:45, it is recorded as 1:45 PM

**Meal Break:**
Unless your supervisor has approved a 30-minute meal break, which is the **minimum mandated by law** for full-time employees, you must take and record a **daily** 1-hour meal break.
- A 30-minute meal break is recorded as 0.50
- A one-hour meal break is recorded as 1.00
- No other fractions of an hour are permissible.
- Any deviations from your approved meal break must be noted in the Comments by Employee section.
Out:
Enter the time you leave work:
If you enter 17:00, it is recorded as 5:00 PM
If you enter 20:45, it is recorded as 8:45 PM

Use of Accrued Time:
You must follow college protocols for requesting leaves.
- Time taken for sick and annual leave must be recorded in no less than 15-minute increments.
- Unscheduled Holidays must be recorded as a full day, i.e., 7.00 hours.

Sick Leave/Annual Leave:
Enter hours/minutes used
7.00 for 1 day
4.25 for 4 hours and 15 minutes
5.50 for 5 hours and 30 minutes
6.75 for 6 hours and 45 minutes

Other Leave:
Enter hours and minutes in the same manner as sick leave.

Leave Code:
Enter Leave Code.
See Other Leave Legend in bottom left hand corner of timesheet

Comments by Employee:
You may enter information for your supervisor and the Office of Human Resources relating to your time submission, including an explanation for any deviations from your approved schedule.

Print, Sign and Date:
Upon completion, print the timesheet, sign and date it.

Supervisor Signature:
Give the form to your supervisor for signature.

Keep a record:
You may copy and file the signed timesheet in a paper file OR you may scan and save to your computer.

Submit to HR:
Submit the signed copy to the designated timekeeper in your office or to the Office of Human Resources.

HR Use Only:
HR will compute other leave, compensatory time and overtime, as applicable.

Timekeeper Signature:
The member of the department or Human Resources staff member responsible for recording time and leave for the department/campus, or the staff responsible for entering data into an automated system, signs the form.