

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.