

DRAFT - Filling Out Your New Hourly Timesheet

<p>1. Select your CD# and JSN#.</p> <p>This information can be found in your paystub.</p>	<p>CD #: Select CD JSN #: Select JSN</p> <p><i>Click on Box to Select from Drop-Down Menu</i></p>																
<p>2. Click in the Payroll Title field to activate the drop-down menu.</p> <p>Select your payroll title from this list.</p>	<p>Title: College Assistant</p> <p><i>Click on Box to Select from Drop-Down Menu</i></p>																
<p>3. Click in the Timesheet Period field to activate the drop-down menu.</p> <p>Select the timesheet period.</p>	<p>Timesheet Period: Jun-05-2016 - Jun-18-2016</p> <p><i>Click on Box to Select from Drop-Down Menu</i></p>																
<p>4. Enter all required information</p>	<table><tr><td>Employee Name:</td><td>_____</td><td>EMP Ref. # :</td><td>_____</td></tr><tr><td>Payroll Title:</td><td>_____</td><td>Supervisor:</td><td>_____</td></tr><tr><td>Work Location:</td><td>_____</td><td>Timekeeper:</td><td>_____</td></tr><tr><td>Phone:</td><td>_____</td><td></td><td></td></tr></table>	Employee Name:	_____	EMP Ref. # :	_____	Payroll Title:	_____	Supervisor:	_____	Work Location:	_____	Timekeeper:	_____	Phone:	_____		
Employee Name:	_____	EMP Ref. # :	_____														
Payroll Title:	_____	Supervisor:	_____														
Work Location:	_____	Timekeeper:	_____														
Phone:	_____																

5. **Enter your daily time.** Enter time in **military format** between 0:00 and 23:59 (1:00, 8:00, 13:00, 20:00, etc.)

Normal working schedule. Enter the start time, lunch out/in and end time. Hours worked are calculated automatically.

Example:

If you work from 8am – 4pm with a lunch break at 12noon, enter the following:

Start **8:00 a**
 Lunch Out **12:00 p**
 Lunch In **1:00 p**
 End **5:00 p**

Daily Record						
Day	Date	Start	Lunch Out	Lunch In	End	Hours Worked
Sunday	6/5/2016					0:00
Monday	6/6/2016	8:00 AM	12:00 PM	1:00 PM	4:00 PM	7:00
Tuesday	6/7/2016	8:00 AM	12:00 PM	1:00 PM	4:00 PM	7:00
Wednesday	6/8/2016	8:00 AM	12:00 PM	1:00 PM	4:00 PM	7:00
Thursday	6/9/2016	8:00 AM	12:00 PM	1:00 PM	4:00 PM	7:00
Friday	6/10/2016	8:00 AM	12:00 PM	1:00 PM	4:00 PM	7:00
Saturday	6/11/2016					0:00
Total for the Week						35:00

NOTE: If an employee arrives or leaves between:

- :00 - :07 minutes after the hour, time will be calculated from the **top of the hour**
- :08 - :22 minutes after the hour, time will be calculated from **quarter of the hour**
- :23 - :37 minutes after the hour, time will be calculated from **the half hour**
- :38 - :52 minutes after the hour, time will be calculated from **three quarters past the hour**
- :53 - :60 minutes after the hour, time will be calculated from the **top of the hour**

To specify **Sick leave** or **Annual leave**, do not specify Start, Lunch Out, Lunch In or End time.

For **Sick Leave**, specify the number of hours under **Sick Hrs.**

Example:

7.0 = 7 hrs.; **7.30** = 7 hrs. and 30 mins.

For **Annual Leave**, specify the number of hours under **Annual Hrs.**

Example:

7.0 = 7 hrs.; **7.30** = 7 hrs. and 30 mins.

Daily Record							Time Usage (Hours)	
Day	Date	Start	Lunch Out	Lunch In	End	Hours Worked	Sick Hrs.	Annual Hrs.
Sunday	6/5/2016					0:00		
Monday	6/6/2016	Leave Blank. Specify # of hours under Sick Hrs.				0:00	7.00	
Tuesday	6/7/2016	Leave Blank. Specify # of hours under Annual Hrs.				0:00		7.00
Wednesday	6/8/2016	8:00 AM	12:00 PM	1:00 PM	4:00 PM	7:00		
Thursday	6/9/2016	8:00 AM	12:00 PM	1:00 PM	4:00 PM	7:00		
Friday	6/10/2016	8:00 AM	12:00 PM	1:00 PM	4:00 PM	7:00		
Saturday	6/11/2016					0:00		
Total for the Week						21:00	7.00	7.00

If you worked **beyond your normal working hours** (*approved overtime*), enter the end time and it will be calculated automatically.

Your supervisor will **confirm** that the time OT was pre-approved.

NOTE: Overtime **MUST** be Pre-Approved.

Daily Record						
Day	Date	Start	Lunch Out	Lunch In	End	Hours Worked
Sunday	6/5/2016					0:00
Monday	6/6/2016	8:00 AM	12:00 PM	1:00 PM	4:00 PM	7:00
Tuesday	6/7/2016	8:00 AM	12:00 PM	1:00 PM	4:00 PM	7:00
Wednesday	6/8/2016	8:00 AM	12:00 PM	1:00 PM	9:00 PM	12:00
Thursday	6/9/2016	8:00 AM	12:00 PM	1:00 PM	9:00 PM	12:00
Friday	6/10/2016	8:00 AM	12:00 PM	1:00 PM	4:00 PM	7:00
Saturday	6/11/2016					0:00
Total for the Week						45:00

OT (Must be Pre-Approved)
0:00
0:00
0:00
4:00
4:00
0:00
0:00
8:00

Night Shift Differential (NSD) is calculated automatically. NSD begins and 6:00pm. You must work at least 1 hour after 6pm to earn NSD.

Daily Record						
Day	Date	Start	Lunch Out	Lunch In	End	Hours Worked
Sunday	6/12/2016					0:00
Monday	6/13/2016	8:25 AM	12:00 PM	1:00 PM	4:00 PM	6:30
Tuesday	6/14/2016	8:38 AM	12:00 PM	1:00 PM	4:00 PM	6:15
Wednesday	6/15/2016	5:00 PM			10:00 PM	5:00
Thursday	6/16/2016	5:00 PM			10:07 PM	5:00
Friday	6/17/2016	4:00 PM			6:45 PM	2:45
Saturday	6/18/2016					0:00
Total for the Week						25:30
Grand Total for the Period						60:15

Accruals	
OT (Must be Pre-Approved)	Nite Shift Diff.
0:00	0:00
0:00	0:00
0:00	0:00
0:00	4:00
0:00	4:00
0:00	0:00
0:00	0:00
0:00	8:00
0:00	8:00

This page intentionally left blank



CD #: 1 JSN #: 2
Click on Box to Select from Drop-Down Menu

HOURLY EMPLOYEE TIME REPORT

- Instructions**
1. Select your CD# and JSN# (found on your paystub)
 2. Select Your Payroll Title
 3. Select Pay Period
 4. Enter the required information
 5. Save it (ex: Week of 05-22-16 - 06-04-16)
 6. Print it & Sign it (you & your supervisor must sign)
 7. Send it to Payroll

Title: **College Assistant**
Click on Box to Select from Drop-Down Menu

Timesheet Period: **Jun-05-2016 - Jun-18-2016**
Click on Box to Select from Drop-Down Menu

Employee Name: Jane Doe
 Payroll Title: College Assistant
 Work Location: ME 901
 Phone: x. 5100

EMP Ref. #: 1234567
 Supervisor: Mr. Supervisor
 Timekeeper: Mr. Timekeeper

Daily Record							Time Usage (Hours)		Accruals		Auth Use Only		
Day	Date	Start	Lunch Out	Lunch In	End	Hours Worked	Sick Hrs.	Annual Hrs.	OT (Must be Pre-Approved)	Nite Shift Diff.	OT (Must be Pre-Approved)	Nite Shift Diff.	OT Pre-Auth Earned after working 40 hrs./week
Sunday	6/5/2016					0:00			0:00	0:00	0:00	Prior	
Monday	6/6/2016	8:00 AM	12:00 PM	1:00 PM	4:00 PM	7:00			0:00	0:00	0:00	Prior	
Tuesday	6/7/2016						7.00		0:00	0:00	0:00	Prior	
Wednesday	6/8/2016							7.00	0:00	0:00	0:00	Prior	
Thursday	6/9/2016	8:07 AM	12:00 PM	1:00 PM	4:00 PM	7:00			0:00	0:00	0:00	Prior	
Friday	6/10/2016	8:09 AM	12:00 PM	1:00 PM	4:00 PM	6:45			0:00	0:00	0:00	Prior	
Saturday	6/11/2016					0:00			0:00	0:00	0:00	Prior	
Total for the Week						20:45	7.00	7.00	0:00	0:00	0:00		0:00

Daily Record							Time Usage (Hours)		Accruals		Auth Use Only		
Day	Date	Start	Lunch Out	Lunch In	End	Hours Worked	Sick Hrs.	Annual Hrs.	OT (Must be Pre-Approved)	Nite Shift Diff.	OT (Must be Pre-Approved)	Nite Shift Diff.	OT Pre-Auth Earned after working 40 hrs./week
Sunday	6/12/2016					0:00			0:00	0:00	0:00	Prior	
Monday	6/13/2016	8:25 AM	12:00 PM	1:00 PM	4:00 PM	6:30			0:00	0:00	0:00	Prior	
Tuesday	6/14/2016	8:38 AM	12:00 PM	1:00 PM	4:00 PM	6:15			0:00	0:00	0:00	Prior	
Wednesday	6/15/2016	5:00 PM			10:00 PM	5:00			0:00	4:00	0:00	After	
Thursday	6/16/2016	5:00 PM			10:07 PM	5:00			0:00	4:00	0:00	After	
Friday	6/17/2016	4:00 PM			6:45 PM	2:45			0:00	0:00	0:00	After	
Saturday	6/18/2016					0:00			0:00	0:00	0:00	Prior	
Total for the Week						25:30	0.00	0.00	0:00	8:00	0:00		0:00
Grand Total for the Period						46:15	7.00	7.00	0:00	8:00	0:00		0:00

NOTE: Staff may work up to five hours without a lunch break. A one-half hour lunch break MUST be taken for hours worked above five and up to six hours. For six or more hours worked, a one-hour lunch break MUST be taken.

I CERTIFY THAT THE TIME REPORT INDICATED ABOVE REFLECT ACTUAL HOURS WORKED		APPROVED		I CERTIFY THAT THE DATA BELOW WAS ENTERED INTO PMS	
6/10/2016		6/10/2016		6/10/2016	
EMPLOYEE	DATE	SUPERVISOR*	DATE	KEY ENTRY OPERATOR	DATE

*Supervisor may scan and/or email timesheets to Payroll@bcc.cuny.edu

Submit to BCC Payroll By: 6/20/2016
 For Paydate of: 7/1/2016

CUNY Formula for Rounding of Minutes
 If an employee arrives or leaves between:
 :00 - :07 mins. after the hour, time will be calculated from the top of the hour
 :08 - :22 mins. after the hour, time will be calculated from quarter of the hour
 :23 - :37 mins. after the hour, time will be calculated from the half hour
 :38 - :52 mins. after the hour, time will be calculated from three quarters past the hour
 :53 - :60 mins. after the hour, time will be calculated from the top of the hour

***** FOR INTERNAL USE ONLY *****

Week #	Title Code	Events	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	SUBTOTAL	
25	10102	0100	0:00	7:00	0:00	0:00	7:00	6:45	0:00	20:45	Hours Worked
		2652	0:00	0:00	7:00	0:00	0:00	0:00	0:00	7.00	Sick Hours
		2850	0:00	0:00	0:00	7:00	0:00	0:00	0:00	7.00	Annual Hours
		1405	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	Approved OT
		1651	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	Nite Shift Diff
26	10102	0100	0:00	6:30	6:15	5:00	5:00	2:45	0:00	25:30	Hours Worked
		2652	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0.00	Sick Hours
		2850	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0.00	Annual Hours
		1405	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	Approved OT
		1651	0:00	0:00	0:00	4:00	4:00	0:00	0:00	8:00	Nite Shift Diff