

BRONX COMMUNITY COLLEGE

WEEKLY TIME SHEET

(for hourly part-time employees use)

DEPARTMENT: _____
(Print as shown on CA/PI form)

TITLE: _____

REFERENCE #: _____

NAME: _____
(print last name)
(print first name)

WEEK WORKED: _____ / _____ TO _____ / _____ 20____
(month) (day)
(month) (day)
(year)

(Do NOT write in this box)

WEEK # _____
CD _____ JSN _____

DAY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	
TIME IN								TOTAL HOURS FOR WEEK
TIME OUT								
TOTAL DAILY HOURS								

*By law, a minimum of 1/2 hour break must be taken after 5 consecutive hours of work.
 [example: Time In: 9:00 AM Time Out: 3:00 PM = 6 hrs. {minus} 1/2 hr. lunch = 5 1/2 hrs. worked.]*

 (employee's signature) (supervisor/authorized signature) Date

(DO NOT WRITE BELOW THESE LINES ---- FOR PAYROLL USE ONLY)

EMPLOYEE TIME REPORT

EVENT CODE	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	H H M M	H H M M	H H M M	H H M M	H H M M	H H M M	H H M M

EMPLOYEE TIME REPORT ADJUSTMENT

DOCUMENT #	ENTRY TYPE	EVENT DATE	EVENT TYPE	EVENT TIME			
		MONTH DAY YEAR		HOURS : MINS			
	OLD					:	
ENTERED BY: _____	NEW					:	
	OLD					:	
DATE: _____ / _____ / _____	NEW					:	
=====	OLD					:	
_____	NEW					:	
_____	OLD					:	
_____	NEW					:	

FOR PAYROLL USE ONLY

ETR ADJUSTMENT

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DOCUMENT # _____ REF.# _____ / _____ / _____ CD _____ JSN _____

LAST NAME _____ FIRST NAME _____

ENTRY TYPE	EVENT DATE			EVENT TYPE	EVENT TIME	
	MONTH	DAY	YEAR		HOURS	MINS
OLD						
NEW						
OLD						
NEW						
OLD						
NEW						
OLD						
NEW						

ENTERED BY: _____

DATE: _____

=====

DOCUMENT # _____

ENTRY TYPE	EVENT DATE			EVENT TYPE	EVENT TIME	
	MONTH	DAY	YEAR		HOURS	MINS
OLD						
NEW						
OLD						
NEW						
OLD						
NEW						
OLD						
NEW						

ENTERED BY: _____

DATE: _____