Instructions for the HEO-CLT Timesheets

The original signed forms are to be printed and sent to the Department of Human Resources on the Monday immediately following the closing of the two-week covered period.

Using the Uniform Timesheet:

- The timesheet is to be used by HEO series employees, CLT series employees and Research Associates and Assistants.
- The Uniform Timesheet is available on the Human Resource Webpage (click printable forms link).
- The form is to be completed online.
- Once completed, please print, sign and submit to your supervisor for signature.
- The signed form should be sent by intra-office mail to the Department of Human Resources.
- There are 2 TABs on the timesheet:
  - TAB 1 - Instructions for Entering Time *(provides information on how to complete the form)*
  - TAB 2 - Timesheet
- Employee enters college name
- Employee enters personal information - Name, CUNYfirst EMPL ID, Phone, Department, Location, Name of Supervisor, Name of Timekeeper and Assigned Work Schedule.
- Employee selects payroll title from the drop down menu.
- Employee enters date in the specified format.
- Daily Record: Employee enters time in military format (the “colon” is important).
- “Lunch hour in and out” must be entered.
- Used Accrued Time: Employee enters hours/minutes used.
- The timesheet includes formulas to calculate the time.
- HEO Request for Overtime/Compensatory form must be completed and attached by employee, if eligible.
- HR will compute other leave, compensatory time and overtime.