TIME SHEET PROCEDURE FOR CLASSIFIED FULL TIME STAFF

Please follow the procedure below for submitting weekly time-sheets.

1. Timesheets are due in Human Resources each Tuesday by 12 Noon.
2. Timesheets must be filled out completely with the following information:
   a. FT number (Full time number)
   b. Reference Number, Check Digit (CK DC), Job Sequence Number (This information will be found on your paystub)
   c. Name, Time Period, Department, Department Extension
   d. Indicate on each day /date , Time In and Time Out, Lunch Hour taken (time must be indicated), Sick/Annual taken in hours/minutes (if it is documented sick leave, please attach the doctor’s certification in a sealed envelope marked confidential)
   e. Unscheduled Holiday (must be taken as a full day)
   f. Approved Comp Time earned or used in hours/minutes.
   g. Approved Overtime worked hours/minutes paid in cash.
   h. Employee’s signature and date (Unsigned Timesheets will be returned)
   i. Supervisor’s signature and date (Unsigned Timesheets will be returned)
3. You should keep a signed copy of each timesheet submitted.
4. Timesheet may be delivered by inter college mail or dropped off at the front desk of the Human Resources Department (do not deliver directly to timekeeper).

NOTE: Paystubs have a one month lag as to accruals of annual, sick, comp time and unscheduled days. This is why it is so important to have timesheets in the Human Resources Office in a timely manner. Late timesheets cause a further lag on accruals printed on your pay stub.

If you have any questions regarding your time and leave accruals, please e-mail Shawn Henry (Shawn.Henry@bcc.cuny.edu) indicating the date or time in question.