

**BRONX COMMUNITY COLLEGE  
OF THE CITY UNIVERSITY OF NEW YORK**

**BI-WEEKLY ADJUNCT TIMESHEET  
(FOR REPORTING TEACHING & NON-TEACHING PROFESSIONAL HOURS)**

**DEPARTMENT:** \_\_\_\_\_ **SEMESTER:** \_\_\_\_\_

**COURSE:** \_\_\_\_\_ **SECTION:** \_\_\_\_\_

**NAME:** \_\_\_\_\_ **REFERENCE #:** \_\_\_\_\_

**WORK PERIOD: From** \_\_\_\_\_ **To** \_\_\_\_\_

**Notes:**

- You may be excused for personal illness or emergency for a period of 1/15 of the total number of contact hours in the session or semester without loss of pay; additional absences will result in adjustments to your compensation.
- Submission of this form more than one week after the conclusion of the work period stated above may result in the withholding of your paycheck(s).

WEEK ONE					WEEK TWO				
Date	Day	Contact Hrs. Taught	Prof. Hour*	Activity**	Date	Day	Contact Hrs. Taught	Prof. Hours*	Activity **
	Sun.					Sun.			
	Mon.					Mon.			
	Tues.					Tues.			
	Wed.					Wed.			
	Thurs.					Thurs.			
	Fri.					Fri.			
	Sat.					Sat.			
<b>WEEKLY TOTAL=</b>					<b>WEEKLY TOTAL=</b>				

\*In this column, enter the time worked in a non-teaching capacity (e.g., 2:00pm-3:00pm next to the appropriate day and date).

\*\*In this column, of the indicator codes listed below, enter the one that best describes the nature of the non-teaching work performed during that time (e.g., enter *H* in the "Activity" column next to the time worked):

*FD*=Faculty Development      *H*=Office Hour      *T*=Tutoring      *O*=Other

I CERTIFY that the above accurately reflects: (1) my classroom contact hours, (2) my professional hours worked and (3) any absence(s) that may have occurred during this time period.

\_\_\_\_\_  
Adjunct's Signature

\_\_\_\_\_  
Date

APPROVAL: I have reviewed the above information and attest that it is accurate and complete.

\_\_\_\_\_  
Chairperson's/Coordinator's Signature

\_\_\_\_\_  
Date