



College: _____

FULL TIME NON-TEACHING INSTRUCTIONAL STAFF TIME SHEET

NAME:	
CUNYFIRST EMPL ID:	
PHONE:	
DEPARTMENT:	
LOCATION:	

TITLE:	Assistant to Higher Education Officer (aHEO), Non Exempt, Included
SUPERVISOR:	
TIMEKEEPER:	
ASSIGNED WORK SCHEDULE:	
PERIOD BEGINNING:	12/15/2013 <small>Enter Begin Date for Timesheet in the format shown</small>

Instructions: Please see the attached detailed instructions for completing the time sheet.

The daily record of time and attendance is based on the 24-Hour Clock. Please also see the attached 24-Hour Clock conversion chart.

Daily Record (Completed by Employee)					Used Accrued Time (Completed By Employee)				HR Use Only			
DAY and DATE	IN	LUNCH		OUT	HOURS WORKED	SICK LEAVE	ANNUAL LEAVE	UH LEAVE	OTHER LEAVE	OTHER LEAVE	COMP TIME	OVER TIME
		OUT	IN									
Sunday, December 15, 2013					0:00							
Monday, December 16, 2013					0:00							
Tuesday, December 17, 2013					0:00							
Wednesday, December 18, 2013					0:00							
Thursday, December 19, 2013					0:00							
Friday, December 20, 2013					0:00							
Saturday, December 21, 2013					0:00							
Total For The Week					0:00	0.00	0.00	0.00	0.00			

Daily Record (Completed by Employee)					Used Accrued Time (Completed By Employee)				HR Use Only			
DAY and DATE	IN	LUNCH		OUT	HOURS WORKED	SICK LEAVE	ANNUAL LEAVE	UH LEAVE	OTHER LEAVE	OTHER LEAVE	COMP TIME	OVER TIME
		OUT	IN									
Sunday, December 22, 2013					0:00							
Monday, December 23, 2013					0:00							
Tuesday, December 24, 2013					0:00							
Wednesday, December 25, 2013					0:00							
Thursday, December 26, 2013					0:00							
Friday, December 27, 2013					0:00							
Saturday, December 28, 2013					0:00							
Total For The Week					0:00	0.00	0.00	0.00	0.00			
Total For The Period					0:00	0.00	0.00	0.00	0.00			

Other Leave Legend
 CTU - Comp Time Used
 HOL - Holiday
 HS - Health Screening (4 hr max per calendar year)
 JD - Jury Duty
Other Leave Legend (HR Use Only)
 CCL - Child Care Leave
 FML - Family Medical Leave
 LWOP - Leave Without Pay
 ML - Military Leave
 PPL - Paid Parental Leave
 WC - Worker's Compensation

Employee Certification: By signing below I hereby certify that the time reported is accurate.

Employee Signature: _____
 Supervisor Signature: _____
 Timekeeper Signature: _____

INSTRUCTIONS FOR ENTERING TIME IN THE TIMESHEET

24-HOUR CLOCK CONVERSION CHART

Regular Time	=	24-Hour Clock
12:00 A.M.	=	0:00
1:00 A.M.	=	1:00
2:00 A.M.	=	2:00
3:00 A.M.	=	3:00
4:00 A.M.	=	4:00
5:00 A.M.	=	5:00
6:00 A.M.	=	6:00
7:00 A.M.	=	7:00
8:00 A.M.	=	8:00
9:00 A.M.	=	9:00
10:00 A.M.	=	10:00
11:00 A.M.	=	11:00
12:00 P.M.	=	12:00
1:00 P.M.	=	13:00
2:00 P.M.	=	14:00
3:00 P.M.	=	15:00
4:00 P.M.	=	16:00
5:00 P.M.	=	17:00
6:00 P.M.	=	18:00
7:00 P.M.	=	19:00
8:00 P.M.	=	20:00
9:00 P.M.	=	21:00
10:00 P.M.	=	22:00
11:00 P.M.	=	23:00

Hours and minutes must be notated as per the 24 hour clock in *hours:minutes*. *Note the colon between hours and minutes.*

Example: Column In is recorded as 9:00
Lunch Out is recorded as 13:00
Lunch In is recorded as 14:00
Out is recorded as 17:00

Time must be recorded in 15 minute increments only.

Recording Minutes:
Typing **15:45** in a cell will show as **3:45 P.M.**

For Used Accrued Time, enter the number of hours taken, for e.g., 7.0 for 1 day of annual leave; 3.25, 3.50 or 3.75 for 3 hours and 15, 30 or 45 minutes for Sick leave.