Casual Time Sheet Instructions

- Time sheets are due by 12:00pm on the scheduled due date. No exceptions will be made to this policy.
- The payroll periods covered must be written on the time sheets exactly as they appear on the payroll schedule.
- Students must take a ½ hour break after 5 consecutive hours of work.
- Students cannot work more than 20 hours per week while classes are in session. Students with more than one position at the University need to ensure that the combined total hours of all positions/jobs do not exceed this limit.
- Supervisors must initial next to a work date that is a designated University holiday.
- Do not combine different pay periods on one time sheet.
- Use blue or black ink to complete the time sheet and do not use white out. Initial any changes made to the timesheet.
- Do not report hours in 24-hour (military) time.
- Timesheets must be submitted with Columbia University's biweekly casual timesheet instructions and policy on the back.

Employees and supervisors are responsible for properly completing time sheets including the NYC Sick Leave section of the time sheet. The Finance Office will not provide NYCSL balances to students. Incorrect or incomplete timesheets will be placed in the Finance Office Rejected Time Sheets binder. It is the student’s responsibility to ensure that the time sheet is accurate and complete. Rejected timesheets may be resubmitted by 5:00pm on the due date for processing.

Below is a template of a correct and completed time sheet:

[Image of a filled-out Bi-Weekly Casual Time Sheet]

- Employee Name: John Doe
- Department/Admin Unit: Architecture
- Employee ID: 12345678
- Total Hours Worked in Period: 13.5
- Week 1: Period Covered: 06/27/16 to 07/03/16
- Week 2: Period Covered: 07/04/16 to 07/10/16
- Thursday: 9:30 am to 12:30 pm - 3 hours
- Friday: 9:00 am to 11:30 am - 2.5 hours
- Saturday: 6 hours
- Total Regular Hours: 6
- Approved Overtime Hours: 0
- Supervisor Signature and Date:

<table>
<thead>
<tr>
<th>NYC Sick Leave (Past Year)</th>
<th>Hours Balance (as of the End of the Current Biweekly Pay Cycle)</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>0.45</td>
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