

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 the time sheet is accurate and complete. Rejected time sheets may be resubmitted by 5:00pm on the due date for processing.

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

COLUMBIA UNIVERSITY <small>IN THE CITY OF NEW YORK</small>										Bi-Weekly Casual Time Sheet											
John Doe					12345678																
Employee Name					Employee ID																
Architecture					13.5																
Department/Admin Unit					Total Hours Worked in Period																
ComboCode or ChartString (Optional):					ComboCode																
Unit	Account	Dept	PC Bus unit	Project	Activity	Initiative	Segment	Site													
<div style="display: flex; justify-content: space-between;"> <div> Week 1: Period Covered: 06/27/16 to 07/03/16 </div> <div> Week 2: Period Covered: 07/04/16 to 07/10/16 </div> </div>																					
Day	In	Out	In	Out	Total Hours	Supervisor Initials/Note															
Monday																					
Tuesday	2:00 pm	5:00 pm			3																
Wednesday																					
Thursday	9:30 am	12:30 pm			3																
Friday																					
Saturday																					
Sunday																					
					Total Regular Hours	6															
					Approved Overtime Hours																
<div style="display: flex; justify-content: space-between;"> <div> Employee signature: </div> <div> Supervisor Signature and Date: </div> </div>																					
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th>Prior Balance</th> <th>PLUS Additional Time Earned (if Any)</th> <th>MINUS Total Used</th> <th>New Balance (As of the End of the Current Bi-weekly Pay Cycle)</th> </tr> </thead> <tbody> <tr> <td>NYC Sick Leave (Fiscal Year)</td> <td style="text-align: center;">0</td> <td style="text-align: center;">0.45</td> <td></td> <td style="text-align: center;">0.45</td> </tr> </tbody> </table>													Prior Balance	PLUS Additional Time Earned (if Any)	MINUS Total Used	New Balance (As of the End of the Current Bi-weekly Pay Cycle)	NYC Sick Leave (Fiscal Year)	0	0.45		0.45
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