

## **Timesheet Instructions For CLT Series, HEO Series and Research Assistant/Associate**

Below are instructions on how to complete and convert your timesheet to PDF before submitting it to HRS. For reference, please see timesheet example below.

### **Download and Complete Timesheet**

1. Open the “CLT Series, HEO Series, and RA Series” timesheet template (Excel). If you do not have it, it can be found on our website, on the [Timesheets](#) page on the HRS website.
2. Once you have opened the timesheet template, fill out the top portion of the timesheet.
3. For the “Period Beginning” tab, please put the start date of the pay period we are in. Once you have entered that, the timesheet will auto-populate the corresponding dates.

Please refer to the [Full-Time Employee Bi-Weekly Timesheet Submission Schedule 2022-2023](#) for the appropriate pay period to use.

**Example:** If you are creating a timesheet for PP19 (11/15/20-11/28/20), you would put “11/15/20” in the Period Beginning tab.

4. Enter your work hours under “Daily Record”.
5. If you are using sick, annual, or unscheduled holidays please enter the number of hours taken under “Used Accrued Time”.

\*Please remember, the timesheet works on military time.

\* Unscheduled Holidays must be taken in full days.

**Example:** If you work 9am-5pm, with lunch from 1pm-2pm, your timesheet should have 9:00 in the **IN** column, 13:00 in the **LUNCH OUT** column; 14:00 in the **LUNCH IN** column and 17:00 in the **OUT** column.

If you take four sick hours, 4.00 hours should be indicated on the day. If you take seven hours of annual, 7.00 should be indicated on the day.

If you take multiples of an hour, for example 15 mins, 30 mins or 45 mins, they should be indicated as .25, .50 or .75.

If there is a holiday within the pay period, put “HOL” under “Other Leaves”

**\*\*For reference, please see timesheet example below\*\***

## **Convert Timesheet to PDF**

6. Once your timesheet is completed, please convert the file to PDF. To do this, go to:

File → save as → file format → pdf

(If you notice that your timesheets are cut off, you may have to fix your page setup)

To fix your page setup, go to:

File → Page Setup → Under Scaling, choose Fit to: 1 Pages wide by 1 Tall

**Once you have converted your timesheet to pdf, please make sure that you are sending just the timesheet. Please delete the “*Instructions for Entering Time in the Timesheets*” page that was part of the excel file.**

## **Sign Your Timesheet**

7. To sign your timesheet, go to

Tools → Fill and Sign → look for this image on the top  and then place your signature in the appropriate line (if you have not created a signature, please do so)

**OR**

Tools → Comment → look for this image on the top  and then click where you want to sign.

8. Please send your completed timesheet to your supervisor for signature and approval. Once signed, the supervisor or designee should email the timesheet to [BCTime@brooklyn.cuny.edu](mailto:BCTime@brooklyn.cuny.edu).



College: \_\_\_\_\_ Brooklyn College

**FULL TIME NON-TEACHING INSTRUCTIONAL STAFF TIME SHEET**

NAME:	Jane Doe
CUNYFIRST EMPL ID:	28104639
PHONE:	718-951-5377
DEPARTMENT:	HRS
LOCATION:	1219 Boylan

TITLE:	Assistant to Higher Education Officer (aHEO) ▼
SUPERVISOR:	John Doe
TIMEKEEPER:	
ASSIGNED WORK SCHEDULE:	Mon-Fri 9am-5pm
PERIOD BEGINNING:	11/15/20 <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, November 15, 2020					0:00							
Monday, November 16, 2020	9:00 AM			12:00 PM	3:00	4.00						
Tuesday, November 17, 2020	9:00 AM	12:30 PM	1:30 PM	5:00 PM	7:00							
Wednesday, November 18, 2020					0:00		7.00					
Thursday, November 19, 2020	9:00 AM	12:30 PM	1:30 PM	5:00 PM	7:00							
Friday, November 20, 2020	9:00 AM			12:30 PM	3:30	3.50						
Saturday, November 21, 2020					0:00							
<b>Total For The Week</b>					20:30	7.50	7.00	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, November 22, 2020					0:00							
Monday, November 23, 2020					0:00			7.00				
Tuesday, November 24, 2020	9:00 AM	12:30 PM	1:30 PM	5:00 PM	7:00							
Wednesday, November 25, 2020	9:00 AM	12:30 PM	1:30 PM	5:00 PM	7:00							
Thursday, November 26, 2020					0:00				HOL			
Friday, November 27, 2020					0:00				HOL			
Saturday, November 28, 2020					0:00							
<b>Total For The Week</b>					14:00	0.00	0.00	7.00	0.00			
<b>Total For The Period</b>					34:30	7.50	7.00	7.00	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)**  
 CC - 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: Jane Doe  
 Supervisor Signature: John Doe ← Supervisor Signature here  
 Timekeeper Signature: \_\_\_\_\_