



HRA Fellowship Program Weekly Timesheet

HRA Fellowship Program
 Brooklyn College
 2900 Bedford Ave
 Boylan Hall Building, Room 1161
 Brooklyn, NY 11210
 E-mail: CUNYEDGE@brooklyn.cuny.edu
 Office: (718) 951-5067

Week Beginning:	
Name:	Position:
Campus:	Case#:
Worksite:	Supervisor:
Weekly hours:	Start Date:

Work Period: _____ to _____

Date	Day	Day Worked (Enter 1 for each day worked)	Time In	Time Out	Time In	Time Out	Hrs. Wrk	Hrs. Excd.	Doc Code	Participant's Signature
	Sun.									
	Mon.									
	Tues.									
	Wed.									
	Thurs.									
	Fri.									
	Sat.									

Total: _____ Hours Worked _____ Days Total Excused: _____ Hours

Supervisor's Signature: _____ Date: _____

Documentation Codes for Excused Hours

- | | | |
|-------------------|-------------------------|-------------------------|
| A- Holiday | D-Part Time Employment | G- Other Specify: _____ |
| B- School Closing | E- Full Time Employment | H- HRA appointment |
| C- Jury Duty | F- Child Care Issues | |

Documentation for excused hours must be seen and attached to this time sheet in order for those hours to be recorded as excused. Time sheets should be submitted to CUNYEGDE@brooklyn.cuny.edu no later than 5pm on the last day of work each week and no later than 3pm on Fridays.

- Students are required to take a lunch break of at least 30mins if working for more than 6 hours daily.