

Continuing Education Teachers Time Sheet Procedures

CUNY requires that all hourly pay employees submit time sheets every two weeks in order to be paid. Failure to comply with this policy could jeopardize future employment.

Please note:

- Time sheets are to reflect only teaching hours as assigned. Refer to your assignment letter or our catalog for course schedules.
- Time sheets are to be submitted to Nancy Colon, Office of Continuing Education in person, by fax, email or mail. They will be verified and forwarded to the College HR department for check issuance. **Please do not turn in your time sheet until your last class for the relevant period has been taught.**
- In order to be paid according to the payroll schedule, time sheets must be submitted by 4:00pm on the due date (see payroll schedules). Teachers who submit time sheets late will not be paid until the next pay period. The Office of Continuing Education is not responsible for late submission of timesheets to our office.
- See sample time sheet and be certain to:
 - ✓ Have payroll periods that correspond to the payroll schedule. **DO NOT MAKE UP PAYROLL PERIODS**
 - ✓ Clearly print name
 - ✓ Enter NYS EMPLID – Locate this number in your Paystub
 - ✓ Enter code(s) for each class(es)
 - ✓ Match day the class(es) is taught to day of the week
 - ✓ Enter time in and time out
 - ✓ Sign time sheet
 - ✓ Leave “For Office Use Only” boxes blank

All incomplete or incorrectly completed time sheets will be returned to instructors, which will result in a delay in getting paid.

This is to certify that I have read and agreed to this Policy & Procedures. A copy of this receipt will be place in my personnel file.

Signature

Date

Thomas P. DiNapoli New York State Comptroller		JOHN DOE		Total Gross	Fed Taxable Gross
				Current	3456.78 1234.56
				YTD	45,678.90 34,567.89
Advice # 123456789	Pay Start Date 09/10/2016	Advice Date 09/10/2013	Pay End Date 09/24/2016	Net Pay 1,357.90	
Department ID 98765	NYS EMPLID N12345678			Pay Rate 67,890.11	
EARNINGS				TAX DATA	
	Current	YTD		Federal	State NYC Yonkers
	Hrs./Days	Earnings	Hrs./Days	Earnings	
Regular Pay Salary Employee		3456.78		45,678.90	
Location Pay		56.78		678.90	
				Marital Status	4 4
				Allowances	2 0
				Add. Amt.	
				TAXES	
					Current YTD
				Fed Withholding	3,456.78 1,234.56
				Medicare	45,678.90 34,567.89
				Social Security	3,456.78 1,234.56
				NY Withholding	45,678.90 34,567.89
BEFORE TAX DEDUCTIONS				AFTER TAX DEDUCTIONS	
		Current	YTD		Current YTD
Regular Before Tax Health		456.78	1,234.56		
Supplemental Ret. Annually Prog.		678.90	5,678.90		
TIAA Retirement Before Tax		56.78	1,234.56		
				UUP Member 26P	34.56 456.78