**Name: UNI: Standard Weekly Hours:**

**Department:**

|  |  |  |
| --- | --- | --- |
| **Period Covered to**   **.** |  | **Period Covered to**   **.** |
| **Day** | **In** | **Out** | **In** | **Out** | **Total Hours** |  | **Day** | **In** | **Out** | **In** | **Out** | **Total Hours** |
| Monday |  |  |  |  |  | Monday |  |  |  |  |  |
| Tuesday |  |  |  |  |  | Tuesday |  |  |  |  |  |
| Wednesday |  |  |  |  |  | Wednesday |  |  |  |  |  |
| Thursday |  |  |  |  |  | Thursday |  |  |  |  |  |
| Friday |  |  |  |  |  | Friday |  |  |  |  |  |
| Saturday |  |  |  |  |  | Saturday |  |  |  |  |  |
| Sunday |  |  |  |  |  | Sunday |  |  |  |  |  |

**Total Hours Worked: Total Hours Worked:**

**Employee Signature and Date: Supervisor/Administrator Signature and Date**

**Comments:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | *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 Safe and Sick Leave / NJ Sick Leave (Fiscal Year) |  |  |  |  |

**Instructions:**

Hourly Officers are part-time employees and are paid on the **bi-weekly payroll**, not the semi-monthly payroll.

Any employee who works more than five hours must take at least a 30-minute break and exclude this time from the total hours.

**Please Note:**

Completion of time sheets is a legal requirement of the Fair Labor Standards Act. This form must be completed for each Hourly Officer, signed by the employee and submitted to the employee’s supervisor at the close of each two week period, where it is signed by the supervisor. For the payroll calendar, please go to: <https://finance.columbia.edu/content/payroll-calendar>.

Columbia University complies with the New York City Earned Safe and Sick Time Act and the New Jersey Sick Leave Law.

* For more information on the NYC Safe and Sick Leave Act, please see the New York City Earned Safe and Sick Time Act Policy in the Administrative Policy Library at <http://policylibrary.columbia.edu/new-york-city-earned-safe-and-sick-time-act>.
* For more information on the New Jersey Sick Leave law, please see the [New Jersey Earned Sick Leave Notice of Employee Rights](https://humanresources.columbia.edu/content/new-jersey-earned-sick-leave-notice-employee-rights). The [full text of the law can be found on the New Jersey Department of Labor website](https://nj.gov/labor/wagehour/lawregs/nj_state_wage_and_hour_laws_and_regulations.html#11D1).