Employee Name Employee ID

Department/Admin Unit Total Hours Worked in Period

# ComboCode or ChartString (Optional):

|  |
| --- |
| ComboCode |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Unit | Account | Dept | PC Bus unit | Project | Activity | Initiative | Segment | Site |
|  |  |  |  |  |  |  |  |  |

Week 1: Period Covered: to

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Day | In | Out | In | Out | Total Hours | Supervisor Initials/Note |
| Monday |  |  |  |  |  |  |
| Tuesday |  |  |  |  |  |  |
| Wednesday |  |  |  |  |  |  |
| Thursday |  |  |  |  |  |  |
| Friday |  |  |  |  |  |  |
| Saturday |  |  |  |  |  |  |
| Sunday |  |  |  |  |  |  |
|  |  |  |  | Total Regular Hours |  |  |
|  |  |  |  | Approved Overtime Hours |  |  |

Week 2: Period Covered: to

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Day | In | Out | In | Out | Total Hours | Supervisor Initials/Note |
| Monday |  |  |  |  |  |  |
| Tuesday |  |  |  |  |  |  |
| Wednesday |  |  |  |  |  |  |
| Thursday |  |  |  |  |  |  |
| Friday |  |  |  |  |  |  |
| Saturday |  |  |  |  |  |  |
| Sunday |  |  |  |  |  |  |
|  |  |  |  | Total Regular Hours |  |  |
|  |  |  |  | Approved Overtime Hours |  |  |

Employee signature Supervisor Signature and Date:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | *Prior Balance* | *PLUS Additional Time Earned (If Any)* | *MINUS Total Used* | *New Balance (As of the End of the Current Bi-weekly Pay Cycle)* |
| NY Safe and Sick Leave/NJ Sick Leave (Fiscal Year) |  |  |  |  |

**Instructions:** Enter (digitally or in ink) time in and out, and hours worked on a daily basis.

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 and a negotiated contractual requirement. This form must be prepared for each casual employee, 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. The hours must then be entered into FFE for the employee. For the payroll calendar, please go to [Manage Work Time](https://humanresources.columbia.edu/content/manage-work-time) and select the payroll calendar from the Related Documents section of the page.

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 NY Safe and Sick Leave Act, please see the [New York Earned Safe and Sick Time Act Policy](https://universitypolicies.columbia.edu/content/new-york-safe-and-sick-leave-policy).
* 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).