**Employee Name: Employee ID:**

**Department/Administrative Unit: Total Hours Worked:**

|  |  |  |
| --- | --- | --- |
| **Week 1** | | |
| **Period Covered:** |  |  |
| **Day** | **Total Hours** | **Notes/Comments** |
| **Monday** |  |  |
| **Tuesday** |  |  |
| **Wednesday** |  |  |
| **Thursday** |  |  |
| **Friday** |  |  |
| **Saturday** |  |  |
| **Sunday** |  |  |
| **Total Hours** |  |  |

|  |  |  |
| --- | --- | --- |
| **Week 2** | | |
| **Period Covered:** |  |  |
| **Day** | **Total Hours** | **Notes/Comments** |
| **Monday** |  |  |
| **Tuesday** |  |  |
| **Wednesday** |  |  |
| **Thursday** |  |  |
| **Friday** |  |  |
| **Saturday** |  |  |
| **Sunday** |  |  |
| **Total Hours** |  |  |

**Employee Signature and Date:**

**Supervisor/Administrator Signature and Date:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Leave** | **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:**

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

This form must be completed for each Variable-hours 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. The hours must be entered into FFE for the employee. [Go to the payroll calendars](https://humanresources.columbia.edu/content/manage-work-time) (under Related Documents).

**\*Please Note: Variable-hours Officers are limited to no more than 999 hours in 12 months from the anniversary hire date (i.e., on average less than 20 hours per week).**

**Please Note:**

Completion of time sheets is a legal requirement of the Fair Labor Standards Act and a negotiated contractual requirement.

Columbia University complies with the New York City Earned Safe and Sick Time Act and the New Jersey Sick Leave Law. Variable Hour Officers are eligible for paid sick/safe leave at a rate of 1 hour for every 30 hours worked, up to a maximum of 56 hours in a year. This time must be taken in 1-hour increments.

* For more information view 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).