



524 W 59th St, 10th Floor
 New York, NY 10019
 T. 212 237 8517
 F. 212 237 8939
 temartin@jjay.cuny.edu

TO: All Non-Instructional Employees
 FROM: Terencia Martin, Time and Leave Coordinator
 DATE: April 24, 2020
 SUBJECT: Timesheet Submission

This is to remind you of several initiatives the Office of Human Resources (OHR) undertook during telecommuting. Following several internal communications to all employee groups, including "Business Continuity Plan" (3/23/20), "Time and Leave Procedures" memo (3/27/20), "HR Communication" email (4/10/20), this is to remind you that during telecommuting all time sheets **must** be submitted to a specifically dedicated to payroll activities inbox "askpayroll@jjay.cuny.edu."

In order to process all time sheets in a timely and efficient way **and** in order to avoid unnecessary redundancy, when submitting your time sheets via email the subject line of your email **must** include the employee name (or group) **and** time sheet date. During telecommuting, please ensure to use **REGOC-COVID19 code** (regular hours off campus] to properly track your hours worked.

To further clarify future time sheets submission process and especially, for the upcoming **4/27/20** deadline, please refer to the below summary chart which include all employee groups who are required to complete their e-time or manual time sheets:

Employee Group Full (FT)/Part Timers (PT)	Course of Action	Important Reminders
FT employees -E-time users who have access via VPN	Etime - Electronic time sheets should be submitted as usual on a monthly basis. For any hours worked during telecommuting -enter REGOC-COVID19	AL, SL and UH should be charged as normal for any time used.
FT employees -E-time user who does not have access via VPN	Employees should track their time on their calendar keeping their direct supervisor in the loop. There is no reporting to HR at this time.	Any requests for AL, SL and UH should be submitted and approved by supervisors via emails. Keep these records on file until further HR notification.

<p>FT employees - paper time sheets</p>	<p>Paper time sheets must only be submitted to askpayroll@jjay.cuny.edu inbox. Please refer to the submission schedule attached. For any days/period worked during telecommuting, please type/write REGOC-COVID19 in the "General Comments" section for all applicable dates worked. Please refer to the attached sample.</p>	<p>Department's Liaisons responsible for submission of time sheets via "Group" batches, should attached batches in alpha order by title. Please include the employee name and/or title group in the subject line of the email(s).</p>
<p>PT employees - paper time sheets</p>	<p>Paper time sheets should be submitted to askpayroll@jjay.cuny.edu inbox only. Please refer to the submission schedule attached. For any hours worked, please type/write REGOC-COVID19 in the Employee Certification section. Please refer to the attached sample.</p>	<p>Department's Liaisons responsible for submission of time sheets via "Group" batches, should attached batches in alpha order by title. Please include the employee name and/or title group in the subject line of the email(s).</p>

While the Office of Human Resources is working remotely, we are committed to respond to you in timely fashion. Please submit any general inquiries to askhr@jjay.cuny.edu, or benefits-related inquiries to benefits@jjay.cuny.edu or for any urgent matters, please call us at 212-237-8517. Should you need further clarification, please do not hesitate to contact us.

Thank you for your cooperation during these unprecedented times.



Time Sheet for FT Classified Employees

Last Name, First: _____

WHITE COLLAR

Title: _____

PayServe NO _____

1st Day of
Year Month work period

Work Period

CUNYFirst ID: _____

2020 3 29 3/29/2020 to 4/11/2020

Department: _____

Supervisor: _____

REGULAR SCHEDULE:

SUN: _____ AM /PM MON: _____ AM /PM TUE: _____ AM /PM
WED: _____ AM /PM THURS: _____ AM /PM FRI: _____ AM /PM
SAT: _____ AM /PM

Please Print Clearly

Week 1 Please use decimal: for 15 minutes= .25/ for 30 minutes= .50 / for 45 minutes= .75

Day	Date	Time Schedule		Additional Hours		Hours Worked		Over-time 35-40 hours	Over-time >40 hours	CT Earned	OTHER	AL	SL	UH	CT Used
		In	Out	In	Out	Regular 8am-8pm	Night Diff 8pm-8am								
Sun	3/29	0:00	0:00			0.00									
Mon	3/30	0:00	0:00			0.00									
Tue	3/31	0:00	0:00			0.00									
Wed	4/1	0:00	0:00			0.00									
Thur	4/2	0:00	0:00			0.00									
Fri	4/3	0:00	0:00			0.00									
Sat	4/4	0:00	0:00			0.00									
Week 1 Total						0.00	0.00			0.00	0.00	0.00	0.00	0.00	0.00

Week 2

Day	Date	Time Schedule		Additional Hours		Hours Worked		Over-time 35-40 hours	Over-time >40 hours	CT Earned	OTHER	AL	SL	UH	CT Used
		In	Out	In	Out	Regular 8am-8pm	Night Diff 8pm-8am								
Sun	4/5	0:00	0:00			0.00									
Mon	4/6	0:00	0:00			0.00									
Tue	4/7	0:00	0:00			0.00									
Wed	4/8	0:00	0:00			0.00									
Thur	4/9	0:00	0:00			0.00									
Fri	4/10	0:00	0:00			0.00									
Sat	4/11	0:00	0:00			0.00									
Week 2 Total						0.00	0.00			0.00	0.00	0.00	0.00	0.00	0.00
Grand Total						0.00	0.00			0.00	0.00	0.00	0.00	0.00	0.00

General Comments/ Reasons for Overtime: Week 1

Date: 3/29 COVID-19

Date: _____

Date: _____

Date: _____

Date: _____

General Comments/ Reasons for Overtime: Week 2

Date: 4/6 COVID-19

Date: _____

Date: _____

Date: _____

Date: _____

Overtime / Compensatory time = straight time (x 1) 35-40 hours

Overtime /Compensatory time = time 1/2 (x 1.5) > 40 hours

All hours in addition to the regularly scheduled hours must be pre-approved.

CODES:
 AL: Annual Leave / SL: Sick Leave UH: Unscheduled Holiday / CTU: Compensatory Time Used
 BIL: Bereavement Leave* / JD: Jury Duty* / ML: Military Leave*
 FMLA: Family Medical Leave** / MDL: Medical Leave** WC: Worker's Compensation**
 AWOL: No Call/No Show
 RDO: Regular Day Off / RSWD: Regular Scheduled Work Day
 *HR will need supporting documents / **HR Codes Only / ***Payroll deduction/possible disciplinary action

Full time employees cannot work through a meal break in order to arrive late, leave early, or to work extra time.

Unpaid Lunch

60 min.

30 min.

Employee's Certification: I certify that the entries on this record accurately and completely reflect my service to John Jay College during the stated period.

Employee's Signature: _____ Date: _____

Supervisor's Certification: I certify that the employee was in full attendance in accordance with the administrative calendar except as noted above.

Authorized Signature: _____ Date: _____

HR Initials: _____ Date: _____