

## John Jay College of Criminal Justice

### Time Sheet for Hourly Employees

#### Non -Teaching Adjuncts

#### **Eligibility to be employed as a Non-Teaching Adjunct**

1. Approval from Division Vice President and AVP for Administration for duration not to exceed 3 months. Request for extension may be considered based on operational needs.
2. Assignments must be completed after normal work hours and duties assigned must be significantly different from employee's normal work.

Employee's Name: \_\_\_\_\_ Line # \_\_\_\_\_

Last Four Social Security #: \_\_\_\_\_ Department: \_\_\_\_\_

NYS ID/Payserv # \_\_\_\_\_

Date (MO/D/YR)	Assignment Duration			Assignment Status	
	Time Start	Time End	Hours Worked	Completed/Not Completed	Details of Assignment
<b>Sunday</b>					
<b>Monday</b>					
<b>Tuesday</b>					
<b>Wednesday</b>					
<b>Thursday</b>					
<b>Friday</b>					
<b>Saturday</b>					
<b>Sunday</b>					
<b>Monday</b>					
<b>Tuesday</b>					
<b>Wednesday</b>					
<b>Thursday</b>					
<b>Friday</b>					
<b>Saturday</b>					
<b>TOTAL</b>					

**Approval**

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

Payroll Department

By: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
VP Signature

\_\_\_\_\_  
Date