



*Office of Academic Affairs
Academic Strategy & Operations
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Continuing Education Teacher Timesheet Directions

Continuing Education Teacher (CETs) must submit a [CET timesheet](#) to the John Jay College Payroll office in order to be paid. The project director must ensure that all timesheets are completed and submitted no later than the pay period's timesheet due date(s). Please refer to the [Timesheet Submission Schedule](#) for the submission deadlines and pay schedule.

Project directors must ensure that employees are paid on a timely basis. To ensure this happens, timesheets should be reviewed for the following before they are submitted to AskPayroll@jjay.cuny.edu:

- full employee names and departments at the top;
- correct dates for the time period;
- employees are being paid for time actually worked;
- no weekly hours exceed the hours on the EHRAF;
- time is only recorded in quarter hour increments (i.e. x.00, x.25, x.50. or x.75 hours);
- time sheet may not be pre-dated;
- time sheets may not be submitted before the due date;
- employee signatures are included on the appropriate line at the bottom;
- supervisor signatures are included on the appropriate line at the bottom.

Thank you for your continued cooperation and commitment to our John Jay College community!