

BRONX COMMUNITY COLLEGE

WEEKLY TIME SHEET

(for hourly part-time employees use)

TO BE SUBMITTED TO
PAYROLL EACH MONDAY
FOLLOWING WEEK
WORKED

DEPARTMENT: _____
(Print as shown on CA/PI form)

TITLE: _____

REFERENCE #: _____

NAME: _____
(print last name) (print first name)

WEEK WORKED: _____ / _____ TO _____ / _____ 20_____
(month) (day) (month) (day) (year)

(Do NOT write in this box)

WEEK # _____
CD _____ JSN _____

DAY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	
TIME IN								
TIME OUT								
TOTAL DAILY HOURS								
								TOTAL HOURS FOR WEEK

By law, a minimum of ½ hour break must be taken after 5 consecutive hours of work.
[example: Time In: 9:00 AM Time Out: 3:00 PM = 6 hrs. {minus} ½ hr. lunch = 5½ hrs. worked.]

(employee's signature) (supervisor/authorized signature) Date

(DO NOT WRITE BELOW THESE LINES ---- FOR PAYROLL USE ONLY)

EMPLOYEE TIME REPORT

EVENT CODE	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	H H M M	H H M M	H H M M	H H M M	H H M M	H H M M	H H M M

EMPLOYEE TIME REPORT ADJUSTMENT

DOCUMENT # _____	ENTRY TYPE	EVENT DATE	EVENT TYPE	EVENT TIME										
		MONTH DAY YEAR		HOURS : MINS										
ENTERED BY: _____	OLD											:		
DATE: _____ / _____ / _____	NEW											:		
=====	OLD											:		
_____	NEW											:		
_____	OLD											:		
_____	NEW											:		

FOR PAYROLL USE ONLY

ETR ADJUSTMENT

DOCUMENT # _____ REF.# _____ / _____ / _____ CD _____ JSN _____

LAST NAME _____ FIRST NAME _____

ENTRY TYPE	EVENT DATE			EVENT TYPE	EVENT TIME	
	MONTH	DAY	YEAR		HOURS	MINS
OLD						
NEW						
OLD						
NEW						
OLD						
NEW						
OLD						
NEW						

ENTERED BY: _____

DATE: _____

DOCUMENT # _____

ENTRY TYPE	EVENT DATE			EVENT TYPE	EVENT TIME	
	MONTH	DAY	YEAR		HOURS	MINS
OLD						
NEW						
OLD						
NEW						
OLD						
NEW						
OLD						
NEW						

ENTERED BY: _____

DATE: _____