Columbia University
IN THE CITY OF NEW YORK

Bi-weekly Casual Time Sheet

Employee Name_____   Employee ID_____

Department/Admin Unit_____   Total Hours Worked in Period _____

ComboCode or ChartString (Optional):

ComboCode

Unit	Account	Dept	PC Bus unit	Project	Activity	Initiative	Segment	Site

Week 1: Period Covered: _____ to _____   Week 2: Period Covered:_____ to _____

Day	In	Out	In	Out	Total Hours	Supervisor Initials/Note
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						
Sunday						
				Total Regular Hours		
				Approved Overtime Hours		

Day	In	Out	In	Out	Total Hours	Supervisor Initials/Note
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						
Sunday						
				Total Regular Hours		
				Approved Overtime Hours		

Employee signature: _____   Supervisor Signature and Date: _____

	Prior Balance	PLUS Additional Time Earned (If Any)	MINUS Total Used	New Balance (As of the End of the Current Bi-weekly Pay Cycle)
NYC Sick Leave (Fiscal Year)				

Instructions: Enter (digitally or in ink) time in and out, and hours worked on a daily basis.

Any employee who works more than five hours must take at least a 30-minute break and exclude this time from the total hours.

Please Note:

Completion of time sheets is a legal requirement of the Fair Labor Standards Act and a negotiated contractual requirement. This form must be prepared for each casual employee, 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 then be entered into FFE for the employee. For the payroll calendar, please go to: http://finance.columbia.edu/content/payroll-calendar.

Columbia University complies with the New York City Earned Sick Time Act by providing eligible faculty and staff the ability to accrue up to a maximum of 40 hours per fiscal year in paid sick time, which can be used for illness or preventative care of one's self or one's family members (defined under the Act to mean the employee's child, spouse, domestic partner, parent, sibling (including a half sibling, step sibling, or sibling related through adoption), grandchild, grandparent, or the child or parent of an employee's spouse or domestic partner).

Casual employees are eligible for paid sick leave at a rate of 1 hour for every 30 hours worked, up to a maximum of 40 hours in a year. This time must be taken in 1-hour increments.

For more information on the NYC Sick Leave, please see the New York City Earned Sick Time Act Policy in the Administrative Policy Library at http://policylibrary.columbia.edu/new-york-city-earned-sick-time-act.