

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)
NY Safe and Sick Leave/NJ 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 [Manage Work Time](#) and select the payroll calendar from the Related Documents section of the page.

Columbia University complies with the New York City Earned Safe and Sick Time Act and the New Jersey Sick Leave Law.

- For more information on the NY Safe and Sick Leave Act, please see the [New York Earned Safe and Sick Time Act Policy](#).
- For more information on the New Jersey Sick Leave law, please see the [New Jersey Earned Sick Leave Notice of Employee Rights](#). The [full text of the law can be found on the New Jersey Department of Labor website](#).