

Part-Time Hourly Officer – Record of Time Worked

Name: _____

UNI: _____

Standard Weekly Hours: _____

Department: _____

Period Covered _____ to _____.					
Day	In	Out	In	Out	Total Hours
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Sunday					

Period Covered _____ to _____.					
Day	In	Out	In	Out	Total Hours
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Sunday					

Total Hours Worked: _____

Total Hours Worked: _____

Employee Signature and Date:

Supervisor/Administrator Signature and Date

Comments:

Summary of NYC Sick Leave (To Be Completed by Supervisor, Departmental Administrator or HR Manager)

	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:

Hourly Officers are part-time employees and are paid on the **bi-weekly payroll**, not the semi-monthly payroll.

This form must be completed for each Hourly Officer, 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. For the payroll calendar, please go to: <http://hr.columbia.edu/time-and-attendance-forms-hourly-officers>.

Please Note:

Completion of time sheets is a legal requirement of the Fair Labor Standards Act.

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).

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>.