

CLT, HEO & RA Timesheet Instructions

1. Open the HEO timesheet template (Excel). If you do not have it, it can be found on our website. Link is below:
<https://employees.brooklyn.edu/base/timesheets/>
2. Fill out the timesheet using the appropriate pay period. Please use the Full-Time Employee Bi-Weekly Timesheet Submission Schedule for reference. Link is below:
<https://employees.brooklyn.edu/base/timesheets/>
3. Once you have opened the HEO timesheet template, fill out the top portion. For the “Period Beginning” tab, please put the start date of the pay period we are in. Once you have entered that, the timesheet will auto-populate the corresponding dates. Example: If you are creating a timesheet for PP19 (11/15-11/28), you would put “11/15/YR” in the Period Beginning Tab.
4. Enter your workings hours, and if you are using sick, annual, or unscheduled holidays.

*Please remember, the timesheet works on military time.

Example: If you work 9am-5pm, with lunch from 1pm-2pm, your timesheet should have 9:00 in the **IN** column, 13:00 in the **LUNCH OUT** column; 14:00 in the **LUNCH IN** column and 17:00 in the **OUT** column.

If you take four sick hours, 4.00 hours should be indicated on the day. If you take seven hours of annual, 7.00 should be indicated on the day.

If you take multiples of an hour, for example 15 mins, 30 mins or 45 mins, they should be indicated as .25, .50 or .75.

If there is a holiday within the pay period, put “HOL” under Other Leaves

****For reference, please see timesheet example below****

5. Once you have completed your timesheet, please convert the file to PDF. To do this, go to file → save as → file format → pdf.
(If you notice that your timesheets are cut off, you may have to fix your page setup)

To fix your page setup, go to:

File → Page Setup → Under Scaling, choose Fit to 1 Pages wide by 1 Tall.

Once you have created a pdf, please make sure that you are sending just the timesheet. Please delete the “Instructions for Entering Time in the Timesheets” page that was part of the excel file.

6. Once you have successfully converted your timesheet to pdf format, please send it to your supervisor for signature and approval. Once signed the supervisor or designee should send the timesheet to BCtime@brooklyn.cuny.edu.
7. To sign your employee’s timesheet, go to

Tools → Fill and Sign → look for this image on the top  and then place your signature in the appropriate line (if you have not created a signature, please do so)

OR

Tools → Comment → look for this image on the top  and then click where you want to sign.



College: _____ Brooklyn College

FULL TIME NON-TEACHING INSTRUCTIONAL STAFF TIME SHEET

NAME:	Jane Doe
CUNYFIRST EMPL ID:	28104639
PHONE:	718-951-5377
DEPARTMENT:	HRS
LOCATION:	1219 Boylan

TITLE:	Assistant to Higher Education Officer (aHEO) ▼
SUPERVISOR:	John Doe
TIMEKEEPER:	
ASSIGNED WORK SCHEDULE:	Mon-Fri 9am-5pm
PERIOD BEGINNING:	11/15/20 Enter Begin Date for Timesheet in the format shown

Instructions: Please see the attached detailed instructions for completing the time sheet.

The daily record of time and attendance is based on the 24-Hour Clock. Please also see the attached 24-Hour Clock conversion chart.

Daily Record (Completed by Employee)						Used Accrued Time (Completed By Employee)				HR Use Only		
DAY and DATE	IN	LUNCH		OUT	HOURS WORKED	SICK LEAVE	ANNUAL LEAVE	UH LEAVE	OTHER LEAVE	OTHER LEAVE	COMP TIME	OVER TIME
		OUT	IN									
Sunday, November 15, 2020					0:00							
Monday, November 16, 2020	9:00 AM			12:00 PM	3:00	4.00						
Tuesday, November 17, 2020	9:00 AM	12:30 PM	1:30 PM	5:00 PM	7:00							
Wednesday, November 18, 2020					0:00		7.00					
Thursday, November 19, 2020	9:00 AM	12:30 PM	1:30 PM	5:00 PM	7:00							
Friday, November 20, 2020	9:00 AM			12:30 PM	3:30	3.50						
Saturday, November 21, 2020					0:00							
Total For The Week						7.50	7.00	0.00	0.00			

Daily Record (Completed by Employee)						Used Accrued Time (Completed By Employee)				HR Use Only		
DAY and DATE	IN	LUNCH		OUT	HOURS WORKED	SICK LEAVE	ANNUAL LEAVE	UH LEAVE	OTHER LEAVE	OTHER LEAVE	COMP TIME	OVER TIME
		OUT	IN									
Sunday, November 22, 2020					0:00							
Monday, November 23, 2020					0:00			7.00				
Tuesday, November 24, 2020	9:00 AM	12:30 PM	1:30 PM	5:00 PM	7:00							
Wednesday, November 25, 2020	9:00 AM	12:30 PM	1:30 PM	5:00 PM	7:00							
Thursday, November 26, 2020					0:00				HOL			
Friday, November 27, 2020					0:00				HOL			
Saturday, November 28, 2020					0:00							
Total For The Week						0.00	0.00	7.00	0.00			
Total For The Period						7.50	7.00	7.00	0.00			

Other Leave Legend
 CTU - Comp Time Used
 HOL - Holiday
 HS - Health Screening (4 hr max per calendar year)
 JD - Jury Duty
Other Leave Legend (HR Use Only)
 CCL - Child Care Leave
 FML - Family Medical Leave
 LWOP - Leave Without Pay
 MIL - Military Leave
 PPL - Paid Parental Leave
 WIC - Worker's Compensation

Employee Certification: By signing below I hereby certify that the time reported is accurate.

Employee Signature: _____ Jane Doe
 Supervisor Signature: _____ John Doe
 Timekeeper Signature: _____ here