INSTRUCTIONS ON COMPLETING PAPER TIMESHEETS:

1. Non-Teaching Instructional Staff
   a. HEO series titles
   b. Research titles
   c. College Lab Technicians

https://www.gc.cuny.edu/CUNY_GC/media/HR/Time-Leave/Timesheet/Non-TeachingInstructionalStaff_HEO.pdf

This timesheet is to be completed by those employees within the Non-Teaching Instructional Staff classification. If you are not sure of your classifications, please contact the Time and Leave Unit at timeandleave@gc.cuny.edu

Please see sample and instructions below:

- Enter Month, Year, Department and Full Name at the top of the timesheet.
- The first column of the sheet labeled “Day of Month” corresponds to the calendar month (e.g., December 1 – 31st). *(In the example above, we are looking at December, 2019. The first working day of that month began on December 2nd).*
- On the next column labeled “Days”, enter the days that you worked by indicating a “1” next to the appropriate calendar date. If worked less than 1 full day, you may enter the numerical value
for the hours you worked in the next column labeled “Hours”. You may also choose to enter the numerical equivalent of one day (7) for the days you worked.

- If the date is a holiday, such as Christmas/New Years, enter an “H”
- In the following columns labeled Sick Leave Taken, Annual Leave Taken, please indicate the Day or Hours used.
- If you do not know your annual or sick leave balances, please leave this section blank. We will provide you with your updated balance
- If you took an Unscheduled Holiday, please indicate “U” where you would normally enter the day or hour used, and then enter the date you used the Unscheduled Holiday in the lower right-hand corner of the timesheet.

- Please sign at the bottom and have your supervisor sign off in approval of this timesheet.
- Submit the timesheet to: timeandleave@gc.cuny.edu