

HUNTER

The City University of New York
Office of Human Resources

NON-EXEMPT TIMESHEET

Name _____ Title _____
 Phone _____ Dept. _____
 Location _____ Supervisor _____

Date	AM IN	LUNCH		PM OUT	HOURS WORKED	SICK LEAVE	ANNUAL LEAVE	OTHER
		OUT	IN					
Total for the week								

Date	AM IN	LUNCH		PM OUT	HOURS WORKED	SICK LEAVE	ANNUAL LEAVE	OTHER
		OUT	IN					
Total for the week								

Total for the Period _____

Pay overtime as follows: Cash Compensatory Time

Employee Signature _____

Supervisor Signature _____

Director/Chair _____

Dean* _____

Vice President* _____

For Official Use Only:

Overtime Hours: _____

Straight time: _____

Time and one Half: _____

HR Director/Designee

* Required for overtime pay in cash