

**BARUCH COLLEGE FUND
PAYROLL SCHEDULE
Fiscal Year 2011-2012**

Count	PAF DUE	Work Period Thurs-Wed	TIMESHEET DUE	PAY DATE
1	06/30/11	06/23-07/06	07/06/11	07/14/11
2	07/18/11	07/07-07/20	07/20/11	07/28/11
3	08/01/11	07/21-08/03	08/03/11	08/11/11
4	08/15/11	08/04-08/17	08/17/11	08/25/11
5	08/29/11	08/18-08/31	08/31/11	09/08/11
6	09/12/11	09/01-09/14	09/14/11	09/22/11
7	09/26/11	09/15-09/28	09/28/11	10/06/11
8	10/11/2011**	09/29-10/12	10/12/11	10/20/11
9	10/24/11	10/13-10/26	10/26/11	11/03/11
10	11/07/11	10/27-11/09	11/09/11	11/17/11
11	11/21/11	11/10-11/23	11/22/11**	12/01/11
12	12/05/11	11/24-12/07	12/07/11	12/15/11
13	12/19/11	12/08-12/21	12/21/11	12/29/11
14	01/02/12	12/22-01/04	01/04/12	01/12/12
15	1/13/2012***	01/05-01/18	01/18/12	01/26/12
16	01/30/12	01/19-02/01	02/01/12	02/09/12
17	2/10/2012***	02/02-02/15	02/15/12	02/23/12
18	02/27/12	02/16-02/29	02/29/12	03/08/12
19	03/12/12	03/01-03/14	03/14/12	03/22/12
20	03/26/12	03/15-03/28	03/28/12	04/05/12
21	04/09/12	03/29-04/11	04/11/12	04/19/12
22	04/23/12	04/12-04/25	04/25/12	05/03/12
23	05/07/12	04/26-05/09	05/09/12	05/17/12
24	05/21/12	05/10-05/23	05/23/12	05/31/12
25	06/04/12	05/24-06/06	06/06/12	06/14/12
26	06/18/12	06/07-06/20	06/20/12	06/28/12

**** PAFs are due Tuesday October 11 due to a scheduled holiday - COLUMBUS DAY**

**** Timesheets are due Tuesday November 22 due to a scheduled holiday - THANKSGIVING**

***** PAFs are due FRIDAY January 13 at 12 NOON due to a scheduled holiday - MLK, JR**

***** PAFs are due FRIDAY February 10 at 12 NOON due to a scheduled holiday - LINCOLN'S BIRTHDAY**

BARUCH COLLEGE FUND
Office of the Controller D-611A
Bi-Weekly Timesheets

Please fill out all the required information in ink. A work break is mandatory for every 5 consecutive hours worked, one half hour is the minimum break allowed. **Timesheets are due no later than 12pm.**

1 of 26

This timesheet is due on July 6, 2011

Pay date for this timesheets is July 14, 2011

Social Security #

Pay Rate

Account #

Account Name

Employee Name (Print): _____
Last Name (Print)
First Name (Print)

Employee Signature: _____

DAY	DATE	TIME IN AM	LUNCH OUT	TIME IN PM	SUPPER OUT	SUPPER IN	TIME OUT	TOTAL HOURS
Thursday	06/23/11							
Friday	06/24/11							
Saturday	06/25/11							
Sunday	06/26/11							
Monday	06/27/11							
Tuesday	06/28/11							
Wednesday	06/29/11							
Thursday	06/30/11							
Friday	07/01/11	COLLEGE	CLOSED	/	SUMMER SCHEDULE			/
Saturday	07/02/11							
Sunday	07/03/11							
Monday	07/04/11	COLLEGE CLOSED		/	INDEPENDENCE DAY			/
Tuesday	07/05/11							
Wednesday	07/06/11							

TOTAL HRS WORKED:

Note: DUE TO THE ABSOLUTE DEADLINE THAT OUR PAYROLL VENDOR HAS ESTABLISHED, FAILURE TO SUBMIT THIS TIMESHEET WILL RESULT IN STAFF NOT BEING PAID UNTIL THE NEXT REGULAR PAYROLL

PRINT NAME OF SUPERVISOR: _____

ENTRIES VERIFIED & APPROVED BY
SIGNATURE OF SUPERVISOR: _____

BARUCH COLLEGE FUND
Office of the Controller D-611A
Bi-Weekly Timesheets

Please fill out all the required information in ink. A work break is mandatory for every 5 consecutive hours worked, one half hour is the minimum break allowed. **Timesheets are due no later than 12pm.**

2 of 26

This timesheet is due on July 20, 2011

Pay date for this timesheets is July 28, 2011

Social Security #

Pay Rate

Account #

Account Name

Employee Name (Print): _____
Last Name (Print)
First Name (Print)

Employee Signature: _____

DAY	DATE	TIME IN AM	LUNCH OUT	TIME IN PM	SUPPER OUT	SUPPER IN	TIME OUT	TOTAL HOURS
Thursday	07/07/11							
Friday	07/08/11							
Saturday	07/09/11							
Sunday	07/10/11							
Monday	07/11/11							
Tuesday	07/12/11							
Wednesday	07/13/11							
Thursday	07/14/11							
Friday	07/15/11	COLLEGE	CLOSED	/	SUMMER SCHEDULE			/
Saturday	07/16/11							
Sunday	07/17/11							
Monday	07/18/11							
Tuesday	07/19/11							
Wednesday	07/20/11							

TOTAL HRS WORKED:

Note: DUE TO THE ABSOLUTE DEADLINE THAT OUR PAYROLL VENDOR HAS ESTABLISHED, FAILURE TO SUBMIT THIS TIMESHEET WILL RESULT IN STAFF NOT BEING PAID UNTIL THE NEXT REGULAR PAYROLL

PRINT NAME OF SUPERVISOR: _____

ENTRIES VERIFIED & APPROVED BY
SIGNATURE OF SUPERVISOR: _____

BARUCH COLLEGE FUND
Office of the Controller D-611A
Bi-Weekly Timesheets

Please fill out all the required information in ink. A work break is mandatory for every 5 consecutive hours worked, one half hour is the minimum break allowed. **Timesheets are due no later than 12pm.**

3 of 26

This timesheet is due on August 3, 2011

Pay date for this timesheets is August 11, 2011

Social Security #

Pay Rate

Account #

Account Name

Employee Name (Print): _____
Last Name (Print)
First Name (Print)

Employee Signature: _____

DAY	DATE	TIME IN AM	LUNCH OUT	TIME IN PM	SUPPER OUT	SUPPER IN	TIME OUT	TOTAL HOURS
Thursday	07/21/11							
Friday	07/22/11	COLLEGE	CLOSED	/	SUMMER SCHEDULE			/
Saturday	07/23/11							
Sunday	07/24/11							
Monday	07/25/11							
Tuesday	07/26/11							
Wednesday	07/27/11							
Thursday	07/28/11							
Friday	07/29/11	COLLEGE	CLOSED	/	SUMMER SCHEDULE			/
Saturday	07/30/11							
Sunday	07/31/11							
Monday	08/01/11							
Tuesday	08/02/11							
Wednesday	08/03/11							

TOTAL HRS WORKED:

Note: DUE TO THE ABSOLUTE DEADLINE THAT OUR PAYROLL VENDOR HAS ESTABLISHED, FAILURE TO SUBMIT THIS TIMESHEET WILL RESULT IN STAFF NOT BEING PAID UNTIL THE NEXT REGULAR PAYROLL

PRINT NAME OF SUPERVISOR: _____

ENTRIES VERIFIED & APPROVED BY
SIGNATURE OF SUPERVISOR: _____

BARUCH COLLEGE FUND
Office of the Controller D-611A
Bi-Weekly Timesheets

Please fill out all the required information in ink. A work break is mandatory for every 5 consecutive hours worked, one half hour is the minimum break allowed. **Timesheets are due no later than 12pm.**

4 of 26

This timesheet is due on August 17, 2011

Pay date for this timesheets is August 25, 2011

Social Security #

Pay Rate

Account #

Account Name

Employee Name (Print): _____
Last Name (Print)
First Name (Print)

Employee Signature: _____

DAY	DATE	TIME IN AM	LUNCH OUT	TIME IN PM	SUPPER OUT	SUPPER IN	TIME OUT	TOTAL HOURS
Thursday	08/04/11							
Friday	08/05/11	COLLEGE	CLOSED	/	SUMMER SCHEDULE			/
Saturday	08/06/11							
Sunday	08/07/11							
Monday	08/08/11							
Tuesday	08/09/11							
Wednesday	08/10/11							
Thursday	08/11/11							
Friday	08/12/11	COLLEGE	CLOSED	/	SUMMER SCHEDULE			/
Saturday	08/13/11							
Sunday	08/14/11							
Monday	08/15/11							
Tuesday	08/16/11							
Wednesday	08/17/11							

TOTAL HRS WORKED:

Note: DUE TO THE ABSOLUTE DEADLINE THAT OUR PAYROLL VENDOR HAS ESTABLISHED, FAILURE TO SUBMIT THIS TIMESHEET WILL RESULT IN STAFF NOT BEING PAID UNTIL THE NEXT REGULAR PAYROLL

PRINT NAME OF SUPERVISOR: _____

ENTRIES VERIFIED & APPROVED BY
SIGNATURE OF SUPERVISOR: _____

BARUCH COLLEGE FUND
Office of the Controller D-611A
Bi-Weekly Timesheets

Please fill out all the required information in ink. A work break is mandatory for every 5 consecutive hours worked, one half hour is the minimum break allowed. **Timesheets are due no later than 12pm.**

5 of 26

This timesheet is due on August 31, 2011

Pay date for this timesheets is September 8, 2011

Social Security #

Pay Rate

Account #

Account Name

Employee Name (Print): _____
Last Name (Print)
First Name (Print)

Employee Signature: _____

DAY	DATE	TIME IN AM	LUNCH OUT	TIME IN PM	SUPPER OUT	SUPPER IN	TIME OUT	TOTAL HOURS
Thursday	08/18/11							
Friday	08/19/11							
Saturday	08/20/11							
Sunday	08/21/11							
Monday	08/22/11							
Tuesday	08/23/11							
Wednesday	08/24/11							
Thursday	08/25/11							
Friday	08/26/11							
Saturday	08/27/11							
Sunday	08/28/11							
Monday	08/29/11							
Tuesday	08/30/11							
Wednesday	08/31/11							

TOTAL HRS WORKED:

Note: DUE TO THE ABSOLUTE DEADLINE THAT OUR PAYROLL VENDOR HAS ESTABLISHED, FAILURE TO SUBMIT THIS TIMESHEET WILL RESULT IN STAFF NOT BEING PAID UNTIL THE NEXT REGULAR PAYROLL

PRINT NAME OF SUPERVISOR: _____

ENTRIES VERIFIED & APPROVED BY
SIGNATURE OF SUPERVISOR: _____

BARUCH COLLEGE FUND
Office of the Controller D-611A
Bi-Weekly Timesheets

Please fill out all the required information in ink. A work break is mandatory for every 5 consecutive hours worked, one half hour is the minimum break allowed. **Timesheets are due no later than 12pm.**

6 of 26

This timesheet is due on September 14, 2011

Pay date for this timesheets is September 22, 2011

Social Security #

Pay Rate

Account #

Account Name

Employee Name (Print): _____
Last Name (Print)
First Name (Print)

Employee Signature: _____

DAY	DATE	TIME IN AM	LUNCH OUT	TIME IN PM	SUPPER OUT	SUPPER IN	TIME OUT	TOTAL HOURS
Thursday	09/01/11							
Friday	09/02/11							
Saturday	09/03/11							
Sunday	09/04/11							
Monday	09/05/11	COLLEGE	CLOSED	/	LABOR DAY			/
Tuesday	09/06/11							
Wednesday	09/07/11							
Thursday	09/08/11							
Friday	09/09/11							
Saturday	09/10/11							
Sunday	09/11/11							
Monday	09/12/11							
Tuesday	09/13/11							
Wednesday	09/14/11							

TOTAL HRS WORKED:

Note: DUE TO THE ABSOLUTE DEADLINE THAT OUR PAYROLL VENDOR HAS ESTABLISHED, FAILURE TO SUBMIT THIS TIMESHEET WILL RESULT IN STAFF NOT BEING PAID UNTIL THE NEXT REGULAR PAYROLL

PRINT NAME OF SUPERVISOR: _____

ENTRIES VERIFIED & APPROVED BY
SIGNATURE OF SUPERVISOR: _____

BARUCH COLLEGE FUND
Office of the Controller D-611A
Bi-Weekly Timesheets

Please fill out all the required information in ink. A work break is mandatory for every 5 consecutive hours worked, one half hour is the minimum break allowed. **Timesheets are due no later than 12pm.**

7 of 26

This timesheet is due on September 28, 2011

Pay date for this timesheets is October 6, 2011

Social Security #

Pay Rate

Account #

Account Name

Employee Name (Print): _____
Last Name (Print)
First Name (Print)

Employee Signature: _____

DAY	DATE	TIME IN AM	LUNCH OUT	TIME IN PM	SUPPER OUT	SUPPER IN	TIME OUT	TOTAL HOURS
Thursday	09/15/11							
Friday	09/16/11							
Saturday	09/17/11							
Sunday	09/18/11							
Monday	09/19/11							
Tuesday	09/20/11							
Wednesday	09/21/11							
Thursday	09/22/11							
Friday	09/23/11							
Saturday	09/24/11							
Sunday	09/25/11							
Monday	09/26/11							
Tuesday	09/27/11							
Wednesday	09/28/11							

TOTAL HRS WORKED:

Note: DUE TO THE ABSOLUTE DEADLINE THAT OUR PAYROLL VENDOR HAS ESTABLISHED, FAILURE TO SUBMIT THIS TIMESHEET WILL RESULT IN STAFF NOT BEING PAID UNTIL THE NEXT REGULAR PAYROLL

PRINT NAME OF SUPERVISOR: _____

ENTRIES VERIFIED & APPROVED BY
SIGNATURE OF SUPERVISOR: _____

BARUCH COLLEGE FUND
Office of the Controller D-611A
Bi-Weekly Timesheets

Please fill out all the required information in ink. A work break is mandatory for every 5 consecutive hours worked, one half hour is the minimum break allowed. **Timesheets are due no later than 12pm.**

8 of 26

This timesheet is due on October 12, 2011

Pay date for this timesheets is October 20, 2011

Social Security #

Pay Rate

Account #

Account Name

Employee Name (Print): _____
Last Name (Print)
First Name (Print)

Employee Signature: _____

DAY	DATE	TIME IN AM	LUNCH OUT	TIME IN PM	SUPPER OUT	SUPPER IN	TIME OUT	TOTAL HOURS
Thursday	09/29/11							
Friday	09/30/11							
Saturday	10/01/11							
Sunday	10/02/11							
Monday	10/03/11							
Tuesday	10/04/11							
Wednesday	10/05/11							
Thursday	10/06/11							
Friday	10/07/11							
Saturday	10/08/11							
Sunday	10/09/11							
Monday	10/10/11	COLLEGE	CLOSED	/	COLUMBUS DAY			/
Tuesday	10/11/11							
Wednesday	10/12/11							

TOTAL HRS WORKED:

Note: DUE TO THE ABSOLUTE DEADLINE THAT OUR PAYROLL VENDOR HAS ESTABLISHED, FAILURE TO SUBMIT THIS TIMESHEET WILL RESULT IN STAFF NOT BEING PAID UNTIL THE NEXT REGULAR PAYROLL

PRINT NAME OF SUPERVISOR: _____

ENTRIES VERIFIED & APPROVED BY
SIGNATURE OF SUPERVISOR: _____

BARUCH COLLEGE FUND
Office of the Controller D-611A
Bi-Weekly Timesheets

Please fill out all the required information in ink. A work break is mandatory for every 5 consecutive hours worked, one half hour is the minimum break allowed. **Timesheets are due no later than 12pm.**

9 of 26

This timesheet is due on October 26, 2011

Pay date for this timesheets is November 3, 2011

Social Security #

Pay Rate

Account #

Account Name

Employee Name (Print): _____
Last Name (Print)
First Name (Print)

Employee Signature: _____

DAY	DATE	TIME IN AM	LUNCH OUT	TIME IN PM	SUPPER OUT	SUPPER IN	TIME OUT	TOTAL HOURS
Thursday	10/13/11							
Friday	10/14/11							
Saturday	10/15/11							
Sunday	10/16/11							
Monday	10/17/11							
Tuesday	10/18/11							
Wednesday	10/19/11							
Thursday	10/20/11							
Friday	10/21/11							
Saturday	10/22/11							
Sunday	10/23/11							
Monday	10/24/11							
Tuesday	10/25/11							
Wednesday	10/26/11							

TOTAL HRS WORKED:

Note: DUE TO THE ABSOLUTE DEADLINE THAT OUR PAYROLL VENDOR HAS ESTABLISHED, FAILURE TO SUBMIT THIS TIMESHEET WILL RESULT IN STAFF NOT BEING PAID UNTIL THE NEXT REGULAR PAYROLL

PRINT NAME OF SUPERVISOR: _____

ENTRIES VERIFIED & APPROVED BY
SIGNATURE OF SUPERVISOR: _____

BARUCH COLLEGE FUND
Office of the Controller D-611A
Bi-Weekly Timesheets

Please fill out all the required information in ink. A work break is mandatory for every 5 consecutive hours worked, one half hour is the minimum break allowed. **Timesheets are due no later than 12pm.**

10 of 26

This timesheet is due on November 9, 2011

Pay date for this timesheets is November 17, 2011

Social Security #

Pay Rate

Account #

Account Name

Employee Name (Print): _____
Last Name (Print)
First Name (Print)

Employee Signature: _____

DAY	DATE	TIME IN AM	LUNCH OUT	TIME IN PM	SUPPER OUT	SUPPER IN	TIME OUT	TOTAL HOURS
Thursday	10/27/11							
Friday	10/28/11							
Saturday	10/29/11							
Sunday	10/30/11							
Monday	10/31/11							
Tuesday	11/01/11							
Wednesday	11/02/11							
Thursday	11/03/11							
Friday	11/04/11							
Saturday	11/05/11							
Sunday	11/06/11							
Monday	11/07/11							
Tuesday	11/08/11							
Wednesday	11/09/11							

TOTAL HRS WORKED:

Note: DUE TO THE ABSOLUTE DEADLINE THAT OUR PAYROLL VENDOR HAS ESTABLISHED, FAILURE TO SUBMIT THIS TIMESHEET WILL RESULT IN STAFF NOT BEING PAID UNTIL THE NEXT REGULAR PAYROLL

PRINT NAME OF SUPERVISOR: _____

ENTRIES VERIFIED & APPROVED BY
SIGNATURE OF SUPERVISOR: _____

BARUCH COLLEGE FUND
Office of the Controller D-611A
Bi-Weekly Timesheets

Please fill out all the required information in ink. A work break is mandatory for every 5 consecutive hours worked, one half hour is the minimum break allowed. **Timesheets are due no later than 12pm.**

11 of 26

This timesheet is due on November 22, 2011

Pay date for this timesheets is December 1, 2011

Social Security #

Pay Rate

Account #

Account Name

Employee Name (Print): _____
Last Name (Print)
First Name (Print)

Employee Signature: _____

DAY	DATE	TIME IN AM	LUNCH OUT	TIME IN PM	SUPPER OUT	SUPPER IN	TIME OUT	TOTAL HOURS
Thursday	11/10/11							
Friday	11/11/11							
Saturday	11/12/11							
Sunday	11/13/11							
Monday	11/14/11							
Tuesday	11/15/11							
Wednesday	11/16/11							
Thursday	11/17/11							
Friday	11/18/11							
Saturday	11/19/11							
Sunday	11/20/11							
Monday	11/21/11							
Tuesday	11/22/11							
Wednesday	11/23/11							

TOTAL HRS WORKED:

Note: DUE TO THE ABSOLUTE DEADLINE THAT OUR PAYROLL VENDOR HAS ESTABLISHED, FAILURE TO SUBMIT THIS TIMESHEET WILL RESULT IN STAFF NOT BEING PAID UNTIL THE NEXT REGULAR PAYROLL

PRINT NAME OF SUPERVISOR: _____

ENTRIES VERIFIED & APPROVED BY
SIGNATURE OF SUPERVISOR: _____

BARUCH COLLEGE FUND
Office of the Controller D-611A
Bi-Weekly Timesheets

Please fill out all the required information in ink. A work break is mandatory for every 5 consecutive hours worked, one half hour is the minimum break allowed. **Timesheets are due no later than 12pm.**

12 of 26

This timesheet is due on December 7, 2011

Pay date for this timesheets is December 15, 2011

Social Security #

Pay Rate

Account #

Account Name

Employee Name (Print): _____
Last Name (Print)
First Name (Print)

Employee Signature: _____

DAY	DATE	TIME IN AM	LUNCH OUT	TIME IN PM	SUPPER OUT	SUPPER IN	TIME OUT	TOTAL HOURS
Thursday	11/24/11	COLLEGE	CLOSED	/	THANKSGIVING DAY			/
Friday	11/25/11	COLLEGE	CLOSED	/	THANKSGIVING HOLIDAY			/
Saturday	11/26/11							
Sunday	11/27/11							
Monday	11/28/11							
Tuesday	11/29/11							
Wednesday	11/30/11							
Thursday	12/01/11							
Friday	12/02/11							
Saturday	12/03/11							
Sunday	12/04/11							
Monday	12/05/11							
Tuesday	12/06/11							
Wednesday	12/07/11							

TOTAL HRS WORKED:

Note: DUE TO THE ABSOLUTE DEADLINE THAT OUR PAYROLL VENDOR HAS ESTABLISHED, FAILURE TO SUBMIT THIS TIMESHEET WILL RESULT IN STAFF NOT BEING PAID UNTIL THE NEXT REGULAR PAYROLL

PRINT NAME OF SUPERVISOR: _____

ENTRIES VERIFIED & APPROVED BY
SIGNATURE OF SUPERVISOR: _____

BARUCH COLLEGE FUND
Office of the Controller D-611A
Bi-Weekly Timesheets

Please fill out all the required information in ink. A work break is mandatory for every 5 consecutive hours worked, one half hour is the minimum break allowed. **Timesheets are due no later than 12pm.**

13 of 26

This timesheet is due on December 21, 2011

Pay date for this timesheets is December 29, 2011

Social Security #

Pay Rate

Account #

Account Name

Employee Name (Print): _____
Last Name (Print)
First Name (Print)

Employee Signature: _____

DAY	DATE	TIME IN AM	LUNCH OUT	TIME IN PM	SUPPER OUT	SUPPER IN	TIME OUT	TOTAL HOURS
Thursday	12/08/11							
Friday	12/09/11							
Saturday	12/10/11							
Sunday	12/11/11							
Monday	12/12/11							
Tuesday	12/13/11							
Wednesday	12/14/11							
Thursday	12/15/11							
Friday	12/16/11							
Saturday	12/17/11							
Sunday	12/18/11							
Monday	12/19/11							
Tuesday	12/20/11							
Wednesday	12/21/11							

TOTAL HRS WORKED:

Note: DUE TO THE ABSOLUTE DEADLINE THAT OUR PAYROLL VENDOR HAS ESTABLISHED, FAILURE TO SUBMIT THIS TIMESHEET WILL RESULT IN STAFF NOT BEING PAID UNTIL THE NEXT REGULAR PAYROLL

PRINT NAME OF SUPERVISOR: _____

ENTRIES VERIFIED & APPROVED BY
SIGNATURE OF SUPERVISOR: _____

BARUCH COLLEGE FUND
Office of the Controller D-611A
Bi-Weekly Timesheets

Please fill out all the required information in ink. A work break is mandatory for every 5 consecutive hours worked, one half hour is the minimum break allowed. **Timesheets are due no later than 12pm.**

14 of 26

This timesheet is due on January 4, 2012

Pay date for this timesheets is January 12, 2012

Social Security #

Pay Rate

Account #

Account Name

Employee Name (Print): _____
Last Name (Print)
First Name (Print)

Employee Signature: _____

DAY	DATE	TIME IN AM	LUNCH OUT	TIME IN PM	SUPPER OUT	SUPPER IN	TIME OUT	TOTAL HOURS
Thursday	12/22/11							
Friday	12/23/11	COLLEGE	CLOSED	/	CHRISTMAS EVE			/
Saturday	12/24/11							
Sunday	12/25/11							
Monday	12/26/11	COLLEGE	CLOSED	/	CHRISTMAS DAY			/
Tuesday	12/27/11							
Wednesday	12/28/11							
Thursday	12/29/11	COLLEGE	CLOSED	/	NEW YEAR'S EVE			
Friday	12/30/11	COLLEGE	CLOSED	/	NEW YEAR'S DAY			/
Saturday	12/31/11							
Sunday	01/01/12							
Monday	01/02/12							
Tuesday	01/03/12							
Wednesday	01/04/12							

TOTAL HRS WORKED:

Note: DUE TO THE ABSOLUTE DEADLINE THAT OUR PAYROLL VENDOR HAS ESTABLISHED, FAILURE TO SUBMIT THIS TIMESHEET WILL RESULT IN STAFF NOT BEING PAID UNTIL THE NEXT REGULAR PAYROLL

PRINT NAME OF SUPERVISOR: _____

ENTRIES VERIFIED & APPROVED BY
SIGNATURE OF SUPERVISOR: _____

BARUCH COLLEGE FUND
Office of the Controller D-611A
Bi-Weekly Timesheets

Please fill out all the required information in ink. A work break is mandatory for every 5 consecutive hours worked, one half hour is the minimum break allowed. **Timesheets are due no later than 12pm.**

15 of 26

This timesheet is due on January 18, 2012

Pay date for this timesheets is January 26, 2012

Social Security #

Pay Rate

Account #

Account Name

Employee Name (Print): _____
Last Name (Print)
First Name (Print)

Employee Signature: _____

DAY	DATE	TIME IN AM	LUNCH OUT	TIME IN PM	SUPPER OUT	SUPPER IN	TIME OUT	TOTAL HOURS
Thursday	01/05/12							
Friday	01/06/12							
Saturday	01/07/12							
Sunday	01/08/12							
Monday	01/09/12							
Tuesday	01/10/12							
Wednesday	01/11/12							
Thursday	01/12/12							
Friday	01/13/12							
Saturday	01/14/12							
Sunday	01/15/12							
Monday	01/16/12	COLLEGE	CLOSED	/	MARTIN L. KING JR.'S BIRTHDAY			/
Tuesday	01/17/12							
Wednesday	01/18/12							

TOTAL HRS WORKED:

Note: DUE TO THE ABSOLUTE DEADLINE THAT OUR PAYROLL VENDOR HAS ESTABLISHED, FAILURE TO SUBMIT THIS TIMESHEET WILL RESULT IN STAFF NOT BEING PAID UNTIL THE NEXT REGULAR PAYROLL

PRINT NAME OF SUPERVISOR: _____

ENTRIES VERIFIED & APPROVED BY
SIGNATURE OF SUPERVISOR: _____

BARUCH COLLEGE FUND
Office of the Controller D-611A
Bi-Weekly Timesheets

Please fill out all the required information in ink. A work break is mandatory for every 5 consecutive hours worked, one half hour is the minimum break allowed. **Timesheets are due no later than 12pm.**

16 of 26

This timesheet is due on February 1, 2012

Pay date for this timesheets is February 9, 2012

Social Security #

Pay Rate

Account #

Account Name

Employee Name (Print): _____
Last Name (Print)
First Name (Print)

Employee Signature: _____

DAY	DATE	TIME IN AM	LUNCH OUT	TIME IN PM	SUPPER OUT	SUPPER IN	TIME OUT	TOTAL HOURS
Thursday	01/19/12							
Friday	01/20/12							
Saturday	01/21/12							
Sunday	01/22/12							
Monday	01/23/12							
Tuesday	01/24/12							
Wednesday	01/25/12							
Thursday	01/26/12							
Friday	01/27/12							
Saturday	01/28/12							
Sunday	01/29/12							
Monday	01/30/12							
Tuesday	01/31/12							
Wednesday	02/01/12							

TOTAL HRS WORKED:

Note: DUE TO THE ABSOLUTE DEADLINE THAT OUR PAYROLL VENDOR HAS ESTABLISHED, FAILURE TO SUBMIT THIS TIMESHEET WILL RESULT IN STAFF NOT BEING PAID UNTIL THE NEXT REGULAR PAYROLL

PRINT NAME OF SUPERVISOR: _____

ENTRIES VERIFIED & APPROVED BY
SIGNATURE OF SUPERVISOR: _____

BARUCH COLLEGE FUND
Office of the Controller D-611A
Bi-Weekly Timesheets

Please fill out all the required information in ink. A work break is mandatory for every 5 consecutive hours worked, one half hour is the minimum break allowed. **Timesheets are due no later than 12pm.**

17 of 26

This timesheet is due on February 15, 2012

Pay date for this timesheets is February 23, 2012

Social Security #

Pay Rate

Account #

Account Name

Employee Name (Print): _____
Last Name (Print)
First Name (Print)

Employee Signature: _____

DAY	DATE	TIME IN AM	LUNCH OUT	TIME IN PM	SUPPER OUT	SUPPER IN	TIME OUT	TOTAL HOURS
Thursday	02/02/12							
Friday	02/03/12							
Saturday	02/04/12							
Sunday	02/05/12							
Monday	02/06/12							
Tuesday	02/07/12							
Wednesday	02/08/12							
Thursday	02/09/12							
Friday	02/10/12							
Saturday	02/11/12							
Sunday	02/12/12							
Monday	02/13/12	COLLEGE	CLOSED	/	LINCOLN'S BIRTHDAY			/
Tuesday	02/14/12							
Wednesday	02/15/12							

TOTAL HRS WORKED:

Note: DUE TO THE ABSOLUTE DEADLINE THAT OUR PAYROLL VENDOR HAS ESTABLISHED, FAILURE TO SUBMIT THIS TIMESHEET WILL RESULT IN STAFF NOT BEING PAID UNTIL THE NEXT REGULAR PAYROLL

PRINT NAME OF SUPERVISOR: _____

ENTRIES VERIFIED & APPROVED BY
SIGNATURE OF SUPERVISOR: _____

BARUCH COLLEGE FUND
Office of the Controller D-611A
Bi-Weekly Timesheets

Please fill out all the required information in ink. A work break is mandatory for every 5 consecutive hours worked, one half hour is the minimum break allowed. **Timesheets are due no later than 12pm.**

18 of 26

This timesheet is due on February 29, 2012

Pay date for this timesheets is March 8, 2012

Social Security #

Pay Rate

Account #

Account Name

Employee Name (Print): _____
Last Name (Print)
First Name (Print)

Employee Signature: _____

DAY	DATE	TIME IN AM	LUNCH OUT	TIME IN PM	SUPPER OUT	SUPPER IN	TIME OUT	TOTAL HOURS
Thursday	02/16/12							
Friday	02/17/12							
Saturday	02/18/12							
Sunday	02/19/12							
Monday	02/20/12	COLLEGE	CLOSED	/	PRESIDENT'S DAY			/
Tuesday	02/21/12							
Wednesday	02/22/12							
Thursday	02/23/12							
Friday	02/24/12							
Saturday	02/25/12							
Sunday	02/26/12							
Monday	02/27/12							
Tuesday	02/28/12							
Wednesday	02/29/12							

TOTAL HRS WORKED:

Note: DUE TO THE ABSOLUTE DEADLINE THAT OUR PAYROLL VENDOR HAS ESTABLISHED, FAILURE TO SUBMIT THIS TIMESHEET WILL RESULT IN STAFF NOT BEING PAID UNTIL THE NEXT REGULAR PAYROLL

PRINT NAME OF SUPERVISOR: _____

ENTRIES VERIFIED & APPROVED BY
SIGNATURE OF SUPERVISOR: _____

BARUCH COLLEGE FUND
Office of the Controller D-611A
Bi-Weekly Timesheets

Please fill out all the required information in ink. A work break is mandatory for every 5 consecutive hours worked, one half hour is the minimum break allowed. **Timesheets are due no later than 12pm.**

19 of 26

This timesheet is due on March 14, 2012

Pay date for this timesheets is March 22, 2012

Social Security #

Pay Rate

Account #

Account Name

Employee Name (Print): _____
Last Name (Print)
First Name (Print)

Employee Signature: _____

DAY	DATE	TIME IN AM	LUNCH OUT	TIME IN PM	SUPPER OUT	SUPPER IN	TIME OUT	TOTAL HOURS
Thursday	03/01/12							
Friday	03/02/12							
Saturday	03/03/12							
Sunday	03/04/12							
Monday	03/05/12							
Tuesday	03/06/12							
Wednesday	03/07/12							
Thursday	03/08/12							
Friday	03/09/12							
Saturday	03/10/12							
Sunday	03/11/12							
Monday	03/12/12							
Tuesday	03/13/12							
Wednesday	03/14/12							

TOTAL HRS WORKED:

Note: DUE TO THE ABSOLUTE DEADLINE THAT OUR PAYROLL VENDOR HAS ESTABLISHED, FAILURE TO SUBMIT THIS TIMESHEET WILL RESULT IN STAFF NOT BEING PAID UNTIL THE NEXT REGULAR PAYROLL

PRINT NAME OF SUPERVISOR: _____

ENTRIES VERIFIED & APPROVED BY
SIGNATURE OF SUPERVISOR: _____

BARUCH COLLEGE FUND
Office of the Controller D-611A
Bi-Weekly Timesheets

Please fill out all the required information in ink. A work break is mandatory for every 5 consecutive hours worked, one half hour is the minimum break allowed. **Timesheets are due no later than 12pm.**

20 of 26

This timesheet is due on March 28, 2012

Pay date for this timesheets is April 5, 2012

Social Security #

Pay Rate

Account #

Account Name

Employee Name (Print): _____
Last Name (Print)
First Name (Print)

Employee Signature: _____

DAY	DATE	TIME IN AM	LUNCH OUT	TIME IN PM	SUPPER OUT	SUPPER IN	TIME OUT	TOTAL HOURS
Thursday	03/15/12							
Friday	03/16/12							
Saturday	03/17/12							
Sunday	03/18/12							
Monday	03/19/12							
Tuesday	03/20/12							
Wednesday	03/21/12							
Thursday	03/22/12							
Friday	03/23/12							
Saturday	03/24/12							
Sunday	03/25/12							
Monday	03/26/12							
Tuesday	03/27/12							
Wednesday	03/28/12							

TOTAL HRS WORKED:

Note: DUE TO THE ABSOLUTE DEADLINE THAT OUR PAYROLL VENDOR HAS ESTABLISHED, FAILURE TO SUBMIT THIS TIMESHEET WILL RESULT IN STAFF NOT BEING PAID UNTIL THE NEXT REGULAR PAYROLL

PRINT NAME OF SUPERVISOR: _____

ENTRIES VERIFIED & APPROVED BY
SIGNATURE OF SUPERVISOR: _____

BARUCH COLLEGE FUND
Office of the Controller D-611A
Bi-Weekly Timesheets

Please fill out all the required information in ink. A work break is mandatory for every 5 consecutive hours worked, one half hour is the minimum break allowed. **Timesheets are due no later than 12pm.**

21 of 26

This timesheet is due on April 11, 2012

Pay date for this timesheets is April 19, 2012

Social Security #

Pay Rate

Account #

Account Name

Employee Name (Print): _____
Last Name (Print)
First Name (Print)

Employee Signature: _____

DAY	DATE	TIME IN AM	LUNCH OUT	TIME IN PM	SUPPER OUT	SUPPER IN	TIME OUT	TOTAL HOURS
Thursday	03/29/12							
Friday	03/30/12							
Saturday	03/31/12							
Sunday	04/01/12							
Monday	04/02/12							
Tuesday	04/03/12							
Wednesday	04/04/12							
Thursday	04/05/12							
Friday	04/06/12							
Saturday	04/07/12							
Sunday	04/08/12							
Monday	04/09/12							
Tuesday	04/10/12							
Wednesday	04/11/12							

TOTAL HRS WORKED:

Note: DUE TO THE ABSOLUTE DEADLINE THAT OUR PAYROLL VENDOR HAS ESTABLISHED, FAILURE TO SUBMIT THIS TIMESHEET WILL RESULT IN STAFF NOT BEING PAID UNTIL THE NEXT REGULAR PAYROLL

PRINT NAME OF SUPERVISOR: _____

ENTRIES VERIFIED & APPROVED BY
SIGNATURE OF SUPERVISOR: _____

BARUCH COLLEGE FUND
Office of the Controller D-611A
Bi-Weekly Timesheets

Please fill out all the required information in ink. A work break is mandatory for every 5 consecutive hours worked, one half hour is the minimum break allowed. **Timesheets are due no later than 12pm.**

22 of 26

This timesheet is due on April 25, 2012

Pay date for this timesheets is May 3, 2012

Social Security #

Pay Rate

Account #

Account Name

Employee Name (Print): _____
Last Name (Print)
First Name (Print)

Employee Signature: _____

DAY	DATE	TIME IN AM	LUNCH OUT	TIME IN PM	SUPPER OUT	SUPPER IN	TIME OUT	TOTAL HOURS
Thursday	04/12/12							
Friday	04/13/12							
Saturday	04/14/12							
Sunday	04/15/12							
Monday	04/16/12							
Tuesday	04/17/12							
Wednesday	04/18/12							
Thursday	04/19/12							
Friday	04/20/12							
Saturday	04/21/12							
Sunday	04/22/12							
Monday	04/23/12							
Tuesday	04/24/12							
Wednesday	04/25/12							

TOTAL HRS WORKED:

Note: DUE TO THE ABSOLUTE DEADLINE THAT OUR PAYROLL VENDOR HAS ESTABLISHED, FAILURE TO SUBMIT THIS TIMESHEET WILL RESULT IN STAFF NOT BEING PAID UNTIL THE NEXT REGULAR PAYROLL

PRINT NAME OF SUPERVISOR: _____

ENTRIES VERIFIED & APPROVED BY
SIGNATURE OF SUPERVISOR: _____

BARUCH COLLEGE FUND
Office of the Controller D-611A
Bi-Weekly Timesheets

Please fill out all the required information in ink. A work break is mandatory for every 5 consecutive hours worked, one half hour is the minimum break allowed. **Timesheets are due no later than 12pm.**

23 of 26

This timesheet is due on May 9, 2012

Pay date for this timesheets is May 17, 2012

Social Security #

Pay Rate

Account #

Account Name

Employee Name (Print): _____
Last Name (Print)
First Name (Print)

Employee Signature: _____

DAY	DATE	TIME IN AM	LUNCH OUT	TIME IN PM	SUPPER OUT	SUPPER IN	TIME OUT	TOTAL HOURS
Thursday	04/26/12							
Friday	04/27/12							
Saturday	04/28/12							
Sunday	04/29/12							
Monday	04/30/12							
Tuesday	05/01/12							
Wednesday	05/02/12							
Thursday	05/03/12							
Friday	05/04/12							
Saturday	05/05/12							
Sunday	05/06/12							
Monday	05/07/12							
Tuesday	05/08/12							
Wednesday	05/09/12							

TOTAL HRS WORKED:

Note: DUE TO THE ABSOLUTE DEADLINE THAT OUR PAYROLL VENDOR HAS ESTABLISHED, FAILURE TO SUBMIT THIS TIMESHEET WILL RESULT IN STAFF NOT BEING PAID UNTIL THE NEXT REGULAR PAYROLL

PRINT NAME OF SUPERVISOR: _____

ENTRIES VERIFIED & APPROVED BY
SIGNATURE OF SUPERVISOR: _____

BARUCH COLLEGE FUND
Office of the Controller D-611A
Bi-Weekly Timesheets

Please fill out all the required information in ink. A work break is mandatory for every 5 consecutive hours worked, one half hour is the minimum break allowed. **Timesheets are due no later than 12pm.**

24 of 26

This timesheet is due on May 23, 2012

Pay date for this timesheets is May 31, 2012

Social Security #

Pay Rate

Account #

Account Name

Employee Name (Print): _____
Last Name (Print)
First Name (Print)

Employee Signature: _____

DAY	DATE	TIME IN AM	LUNCH OUT	TIME IN PM	SUPPER OUT	SUPPER IN	TIME OUT	TOTAL HOURS
Thursday	05/10/12							
Friday	05/11/12							
Saturday	05/12/12							
Sunday	05/13/12							
Monday	05/14/12							
Tuesday	05/15/12							
Wednesday	05/16/12							
Thursday	05/17/12							
Friday	05/18/12							
Saturday	05/19/12							
Sunday	05/20/12							
Monday	05/21/12							
Tuesday	05/22/12							
Wednesday	05/23/12							

TOTAL HRS WORKED:

Note: DUE TO THE ABSOLUTE DEADLINE THAT OUR PAYROLL VENDOR HAS ESTABLISHED, FAILURE TO SUBMIT THIS TIMESHEET WILL RESULT IN STAFF NOT BEING PAID UNTIL THE NEXT REGULAR PAYROLL

PRINT NAME OF SUPERVISOR: _____

ENTRIES VERIFIED & APPROVED BY
SIGNATURE OF SUPERVISOR: _____

BARUCH COLLEGE FUND
Office of the Controller D-611A
Bi-Weekly Timesheets

Please fill out all the required information in ink. A work break is mandatory for every 5 consecutive hours worked, one half hour is the minimum break allowed. **Timesheets are due no later than 12pm.**

25 of 26

This timesheet is due on June 6, 2012

Pay date for this timesheets is June 14, 2012

Social Security #

Pay Rate

Account #

Account Name

Employee Name (Print): _____
Last Name (Print)
First Name (Print)

Employee Signature: _____

DAY	DATE	TIME IN AM	LUNCH OUT	TIME IN PM	SUPPER OUT	SUPPER IN	TIME OUT	TOTAL HOURS
Thursday	05/24/12							
Friday	05/25/12							
Saturday	05/26/12							
Sunday	05/27/12							
Monday	05/28/12	COLLEGE	CLOSED	/	MEMORIAL DAY			/
Tuesday	05/29/12							
Wednesday	05/30/12							
Thursday	05/31/12							
Friday	06/01/12							
Saturday	06/02/12							
Sunday	06/03/12							
Monday	06/04/12							
Tuesday	06/05/12							
Wednesday	06/06/12							

TOTAL HRS WORKED:

Note: DUE TO THE ABSOLUTE DEADLINE THAT OUR PAYROLL VENDOR HAS ESTABLISHED, FAILURE TO SUBMIT THIS TIMESHEET WILL RESULT IN STAFF NOT BEING PAID UNTIL THE NEXT REGULAR PAYROLL

PRINT NAME OF SUPERVISOR: _____

ENTRIES VERIFIED & APPROVED BY
SIGNATURE OF SUPERVISOR: _____

BARUCH COLLEGE FUND
Office of the Controller D-611A
Bi-Weekly Timesheets

Please fill out all the required information in ink. A work break is mandatory for every 5 consecutive hours worked, one half hour is the minimum break allowed. **Timesheets are due no later than 12pm.**

26 of 26

This timesheet is due on June 20, 2012

Pay date for this timesheets is June 28, 2012

Social Security #

Pay Rate

Account #

Account Name

Employee Name (Print): _____
Last Name (Print)
First Name (Print)

Employee Signature: _____

DAY	DATE	TIME IN AM	LUNCH OUT	TIME IN PM	SUPPER OUT	SUPPER IN	TIME OUT	TOTAL HOURS
Thursday	06/07/12							
Friday	06/08/12							
Saturday	06/09/12							
Sunday	06/10/12							
Monday	06/11/12							
Tuesday	06/12/12							
Wednesday	06/13/12							
Thursday	06/14/12							
Friday	06/15/12							
Saturday	06/16/12							
Sunday	06/17/12							
Monday	06/18/12							
Tuesday	06/19/12							
Wednesday	06/20/12							

TOTAL HRS WORKED:

Note: DUE TO THE ABSOLUTE DEADLINE THAT OUR PAYROLL VENDOR HAS ESTABLISHED, FAILURE TO SUBMIT THIS TIMESHEET WILL RESULT IN STAFF NOT BEING PAID UNTIL THE NEXT REGULAR PAYROLL

PRINT NAME OF SUPERVISOR: _____

ENTRIES VERIFIED & APPROVED BY
SIGNATURE OF SUPERVISOR: _____

Date	Day	Holiday
9/5/2011	Monday	Labor Day
10/10/2011	Monday	Columbus Day
11/24/2011	Thursday	Thanksgiving Day
11/25/2011	Friday	Thanksgiving Holiday
12/23/2011	Friday	Christmas Eve
12/26/2011	Monday	Christmas Day
12/29/2011	Thursday	New Year's Eve
12/30/2011	Friday	New Year's Day
1/16/2012	Monday	Martin Luthor King Jr.'s Birthday
2/13/2012	Monday	Lincoln's Birthday
2/20/2012	Monday	President's Day
5/28/2012	Monday	Memorial Day
7/4/2012	Wednesday	Independence Day