

## RETROACTIVE PAYMENT TIMESHEET

(Use this form if the timesheet is more than 4 pay periods late)  
(Retroactive timesheets 4 or fewer pay periods late should be entered through e-Time)

Employee Name: \_\_\_\_\_ Project #: \_\_\_\_\_  
(Print) Last First M.I.

Employee ID #: \_\_\_\_\_ SS #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Job Title \_\_\_\_\_

Choose One:     Bi-Weekly \_\_\_\_\_ Pay Rate                       Hourly \_\_\_\_\_ Pay Rate

REASON FOR RETROACTIVITY: \_\_\_\_\_

**Campus:**  
 Baruch             BMCC             Brooklyn             Bronx             City             Crosswalks TV             CUNY Central  
 Graduate             Hostos             Hunter             John Jay             Kingsborough             LaGuardia             Law  
 Lehman             Medgar Evers             NYCCT             Queens             Queensborough             Staten Island             York  
 UAPC             UAO or USS             Other \_\_\_\_\_

HOURS TO BE PAID							PAY PERIOD END	
DAY	DATE	REGULAR HOURS	O/T	A	S	Other	OTHER HOURS	COMMENTS
		TOTAL				Use codes ↓	TOTAL	
Monday	/ /							
Tuesday	/ /							
Wednesday	/ /							
Thursday	/ /							
Friday	/ /							
Saturday	/ /							
Sunday	/ /							
Monday	/ /							
Tuesday	/ /							
Wednesday	/ /							
Thursday	/ /							
Friday	/ /							
Saturday	/ /							
Sunday	/ /							
		<b>HRS</b>					<b>HRS</b>	<b>=TOTAL HOURS:</b>

**O/T**=overtime, **A**=annual, **S**=sick  
Codes for "other hours": **U**=unscheduled, **H**=holiday, **J**=jury, **M**=Military

**For BiWeekly employees, fill in 7 hours for each full day worked.**  
**Hourly employees are not entitled to Holiday pay or pay for "other hours".**

CHECK ONE: I AM ON     DIRECT DEPOSIT             E-FUND

I Certify that the above recorded hours are accurate \_\_\_\_\_  
Employee Signature Date

**PROJECT DIRECTOR'S CERTIFICATION**  
I Certify that this timesheet is accurate. \_\_\_\_\_  
Authorized Signature Print Name Date

Telephone Number: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

**RF USE ONLY:**  
CHECK # \_\_\_\_\_ CREATED BY \_\_\_\_\_ DATE \_\_\_\_\_