

BARUCH COLLEGE - STATE PAYROLL DIVISION
COLLEGE ASSISTANTS BI-WEEKLY TIMESHEETS
PAY PERIOD #15

Please fill out all the required information. Everything must be completed in ink. A work break is mandatory for every five consecutive hours that are worked: One-half hour is the minimum break allowed. ***Timesheets are due in the Human Resources Office by 5 P.M., Thursday, October 29, 2009. Paycheck will be issued Thursday, November 19, 2009.***

Name of Employee _____ Social Security _____

PRINT

Department _____

Pay Rate _____

Fiscal Year 2009-2010	Day	Time In Am	Lunch Out	Time In Pm	Supper Out/In	Time Out	Do Not Use	Employee's Signature	Total Hours Worked
10/18/09	Sunday								
10/19/09	Monday								
10/20/09	Tuesday								
10/21/09	Wednesday								
10/22/09	Thursday								
10/23/09	Friday								
10/24/09	Saturday								

10/25/09	Sunday								
10/26/09	Monday								
10/27/09	Tuesday								
10/28/09	Wednesday								
10/29/09	Thursday*								
10/30/09	Friday								
10/31/09	Saturday								

S/D

INCLUDE ALL (A/L-S/L) HOURS

Total bi-weekly hours

*** Timesheet is due**

Entries verified and approved by: Signature of Supervisor _____

Name of Supervisor _____ Title _____

PRINT

Date _____ Department Telephone # _____

BARUCH COLLEGE - STATE PAYROLL DIVISION
COLLEGE ASSISTANTS BI-WEEKLY TIMESHEETS
PAY PERIOD #16

Please fill out all the required information. Everything must be completed in ink. A work break is mandatory for every five consecutive hours that are worked: One-half hour is the minimum break allowed. ***Timesheets are due in the Human Resources Office by 5 P.M., Wednesday, November 11, 2009. Paycheck will be issued Thursday, December 3, 2009.***

Name of Employee _____ Social Security _____

PRINT

Pay Rate _____ Department _____

Fiscal Year 2009-2010	Day	Time In Am	Lunch Out	Time In Pm	Supper Out/In	Time Out	Do Not Use	Employee's Signature	Total Hours Worked
11/01/09	Sunday				/				
11/02/09	Monday				/				
11/03/09	Tuesday				/				
11/04/09	Wednesday				/				
11/05/09	Thursday				/				
11/06/09	Friday				/				
11/07/09	Saturday				/				
11/08/09	Sunday				/				
11/09/09	Monday				/				
11/10/09	Tuesday				/				
11/11/09	Wednesday*				/				
11/12/09	Thursday				/				
11/13/09	Friday				/				
11/14/09	Saturday				/				
						S/D		INCLUDE ALL (A/L-S/L) HOURS	
								Total bi-weekly hours	

*** Timesheet is due**

Entries verified and approved by: Signature of Supervisor _____

Name of Supervisor _____ Title _____

PRINT

Date _____ Department Telephone # _____

BARUCH COLLEGE - STATE PAYROLL DIVISION
COLLEGE ASSISTANTS BI-WEEKLY TIMESHEETS
PAY PERIOD #17

Please fill out all the required information. *Everything must be completed in ink.* A work break is mandatory for every five consecutive hours that are worked: One-half hour is the minimum break allowed. ***Timesheets are due in the Human Resources Office by 5 P.M., Monday, November 23, 2009. Paycheck will be issued Thursday, December 17, 2009.***

Name of Employee _____ Social Security _____

PRINT

Pay Rate _____ Department _____

Fiscal Year 2009-2010	Day	Time In Am	Lunch Out	Time In Pm	Supper Out/In	Time Out	Do Not Use	Employee's Signature	Total Hours Worked
11/15/09	Sunday								
11/16/09	Monday								
11/17/09	Tuesday								
11/18/09	Wednesday								
11/19/09	Thursday								
11/20/09	Friday								
11/21/09	Saturday								

11/22/09	Sunday								
11/23/09	Monday*								
11/24/09	Tuesday								
11/25/09	Wednesday								
11/26/09	Thursday							Thanksgiving Day - College Closed	
11/27/09	Friday							Thanksgiving Holiday - College Closed	
11/28/09	Saturday								
						S/D		INCLUDE ALL (A/L-S/L) HOURS	
								Total bi-weekly hours	

*** Timesheet is due**

Entries verified and approved by: Signature of Supervisor _____

Name of Supervisor _____ Title _____

PRINT

Date _____ Department Telephone # _____

BARUCH COLLEGE - STATE PAYROLL DIVISION
COLLEGE ASSISTANTS BI-WEEKLY TIMESHEETS
PAY PERIOD #18

Please fill out all the required information. Everything must be completed in ink. A work break is mandatory for every five consecutive hours that are worked: One-half hour is the minimum break allowed. ***Timesheets are due in the Human Resources Office by 5 P.M., Wednesday, December 9, 2009. Paycheck will be issued Wednesday, December 30, 2009.***

Name of Employee _____ Social Security _____

PRINT

Pay Rate _____ Department _____

Fiscal Year 2009-2010	Day	Time In Am	Lunch Out	Time In Pm	Supper Out/In	Time Out	Do Not Use	Employee's Signature	Total Hours Worked
11/29/09	Sunday				/				
11/30/09	Monday				/				
12/01/09	Tuesday				/				
12/02/09	Wednesday				/				
12/03/09	Thursday				/				
12/04/09	Friday				/				
12/05/09	Saturday				/				
12/06/09	Sunday				/				
12/07/09	Monday				/				
12/08/09	Tuesday				/				
12/09/09	Wednesday*				/				
12/10/09	Thursday				/				
12/11/09	Friday				/				
12/12/09	Saturday				/				
S/D								INCLUDE ALL (A/L-S/L) HOURS	
								Total bi-weekly hours	

*** Timesheet is due**

Entries verified and approved by: Signature of Supervisor _____

Name of Supervisor _____ Title _____

PRINT

Date _____ Department Telephone # _____

BARUCH COLLEGE - STATE PAYROLL DIVISION
COLLEGE ASSISTANTS BI-WEEKLY TIMESHEETS
PAY PERIOD #19

Please fill out all the required information. *Everything must be completed in ink.* A work break is mandatory for every five consecutive hours that are worked: One-half hour is the minimum break allowed. ***Timesheets are due in the Human Resources Office by 5 P.M., Monday, December 21, 2009. Paycheck will be issued Thursday, January 14, 2010.***

Name of Employee _____ Social Security _____

PRINT

Pay Rate _____ Department _____

Fiscal Year 2009-2010	Day	Time In Am	Lunch Out	Time In Pm	Supper Out/In	Time Out	Do Not Use	Employee's Signature	Total Hours Worked
12/13/09	Sunday								
12/14/09	Monday								
12/15/09	Tuesday								
12/16/09	Wednesday								
12/17/09	Thursday								
12/18/09	Friday								
12/19/09	Saturday								

12/20/09	Sunday								
12/21/09	Monday*								
12/22/09	Tuesday								
12/23/09	Wednesday								
12/24/09	Thursday							Christmas Eve - College Closed	
12/25/09	Friday							Christmas Day - College Closed	
12/26/09	Saturday								
							S/D	INCLUDE ALL (A/L-S/L) HOURS	
								Total bi-weekly hours	

*** Timesheet is due**

Entries verified and approved by: Signature of Supervisor _____

Name of Supervisor _____ Title _____

PRINT

Date _____ Department Telephone # _____

BARUCH COLLEGE - STATE PAYROLL DIVISION
COLLEGE ASSISTANTS BI-WEEKLY TIMESHEETS
PAY PERIOD #20

Please fill out all the required information. Everything must be completed in ink. A work break is mandatory for every five consecutive hours that are worked: One-half hour is the minimum break allowed. ***Timesheets are due in the Human Resources Office by 5 P.M., Wednesday, January 6, 2010. Paycheck will be issued Thursday, January 28, 2010.***

Name of Employee _____ Social Security _____

PRINT

Pay Rate _____ Department _____

Fiscal Year 2009-2010	Day	Time In Am	Lunch Out	Time In Pm	Supper Out/In	Time Out	Do Not Use	Employee's Signature	Total Hours Worked
12/27/09	Sunday				/				
12/28/09	Monday				/				
12/29/09	Tuesday				/				
12/30/09	Wednesday				/				
12/31/09	Thursday				/			<i>New Year's Eve - College Closed</i>	
01/01/10	Friday				/			<i>New Year's Day - College Closed</i>	
01/02/10	Saturday				/				

01/03/10	Sunday				/				
01/04/10	Monday				/				
01/05/10	Tuesday				/				
<i>01/06/10</i>	<i>Wednesday*</i>				/				
01/07/10	Thursday				/				
01/08/10	Friday				/				
01/09/10	Saturday				/				
S/D								INCLUDE ALL (A/L-S/L) HOURS	
								Total bi-weekly hours	

*** Timesheet is due**

Entries verified and approved by: Signature of Supervisor _____

Name of Supervisor _____ Title _____

PRINT

Date _____ Department Telephone # _____

BARUCH COLLEGE - STATE PAYROLL DIVISION
COLLEGE ASSISTANTS BI-WEEKLY TIMESHEETS
PAY PERIOD #21

Please fill out all the required information. *Everything must be completed in ink.* A work break is mandatory for every five consecutive hours that are worked: One-half hour is the minimum break allowed. ***Timesheets are due in the Human Resources Office by 5 P.M., Thursday, January 21, 2010. Paycheck will be issued Thursday February 11, 2010.***

Name of Employee _____ Social Security _____

PRINT

Pay Rate _____ Department _____

Fiscal Year 2009-2010	Day	Time In Am	Lunch Out	Time In Pm	Supper Out/In	Time Out	Do Not Use	Employee's Signature	Total Hours Worked
01/10/10	Sunday								
01/11/10	Monday								
01/12/10	Tuesday								
01/13/10	Wednesday								
01/14/10	Thursday								
01/15/10	Friday								
01/16/10	Saturday								

01/17/10	Sunday								
01/18/10	Monday							Martin Luther King, Jr. Holiday - College Closed	
01/19/10	Tuesday								
01/20/10	Wednesday								
01/21/10	Thursday*								
01/22/10	Friday								
01/23/10	Saturday								
						S/D		INCLUDE ALL (A/L-S/L) HOURS	
								Total bi-weekly hours	

*** Timesheet is due**

Entries verified and approved by: Signature of Supervisor _____

Name of Supervisor _____ Title _____

PRINT

Date _____ Department Telephone # _____

BARUCH COLLEGE - STATE PAYROLL DIVISION
COLLEGE ASSISTANTS BI-WEEKLY TIMESHEETS
PAY PERIOD #22

Please fill out all the required information. *Everything must be completed in ink.* A work break is mandatory for every five consecutive hours that are worked: One-half hour is the minimum break allowed. ***Timesheets are due in the Human Resources Office by 5 P.M., Wednesday, February 3, 2010. Paycheck will be issued Thursday, February 25, 2010.***

Name of Employee _____ Social Security _____

PRINT

Pay Rate _____ Department _____

Fiscal Year 2009-2010	Day	Time In Am	Lunch Out	Time In Pm	Supper Out/In	Time Out	Do Not Use	Employee's Signature	Total Hours Worked
01/24/10	Sunday								
01/25/10	Monday								
01/26/10	Tuesday								
01/27/10	Wednesday								
01/28/10	Thursday								
01/29/10	Friday								
01/30/10	Saturday								

01/31/10	Sunday								
02/01/10	Monday								
02/02/10	Tuesday								
02/03/10	Wednesday*								
02/04/10	Thursday								
02/05/10	Friday								
02/06/10	Saturday								
S/D								INCLUDE ALL (A/L-S/L) HOURS	
								Total bi-weekly hours	

*** Timesheet is due**

Entries verified and approved by: Signature of Supervisor _____

Name of Supervisor _____ Title _____

PRINT

Date _____ Department Telephone # _____

BARUCH COLLEGE - STATE PAYROLL DIVISION
COLLEGE ASSISTANTS BI-WEEKLY TIMESHEETS
PAY PERIOD #23

Please fill out all the required information. *Everything must be completed in ink.* A work break is mandatory for every five consecutive hours that are worked: One-half hour is the minimum break allowed. ***Timesheets are due in the Human Resources Office by 5 P.M., Thursday, February 18, 2010. Paycheck will be issued Thursday, March 11, 2010.***

Name of Employee _____ Social Security _____

PRINT

Pay Rate _____ Department _____

Fiscal Year 2009-2010	Day	Time In Am	Lunch Out	Time In Pm	Supper Out/In	Time Out	Do Not Use	Employee's Signature	Total Hours Worked
02/07/10	Sunday				/				
02/08/10	Monday				/				
02/09/10	Tuesday				/				
02/10/10	Wednesday				/				
02/11/10	Thursday				/				
02/12/10	Friday				/			Lincoln's Birthday - College Closed	
02/13/10	Saturday				/				

02/14/10	Sunday				/				
02/15/10	Monday				/			President's Day - College Closed	
02/16/10	Tuesday				/				
02/17/10	Wednesday				/				
02/18/10	Thursday*				/				
02/19/10	Friday				/				
02/20/10	Saturday				/				
S/D								INCLUDE ALL (A/L-S/L) HOURS	
								Total bi-weekly hours	

*** Timesheet is due**

Entries verified and approved by: Signature of Supervisor _____

Name of Supervisor _____ Title _____

PRINT

Date _____ Department Telephone # _____

BARUCH COLLEGE - STATE PAYROLL DIVISION
COLLEGE ASSISTANTS BI-WEEKLY TIMESHEETS
PAY PERIOD #24

Please fill out all the required information. *Everything must be completed in ink.* A work break is mandatory for every five consecutive hours that are worked: One-half hour is the minimum break allowed. ***Timesheets are due in the Human Resources Office by 5 P.M., Thursday, March 4, 2010. Paycheck will be issued Thursday, March 25, 2010.***

Name of Employee _____ Social Security _____

PRINT

Pay Rate _____ Department _____

Fiscal Year 2009-2010	Day	Time In Am	Lunch Out	Time In Pm	Supper Out/In	Time Out	Do Not Use	Employee's Signature	Total Hours Worked
02/21/10	Sunday								
02/22/10	Monday								
02/23/10	Tuesday								
02/24/10	Wednesday								
02/25/10	Thursday								
02/26/10	Friday								
02/27/10	Saturday								

02/28/10	Sunday								
03/01/10	Monday								
03/02/10	Tuesday								
03/03/10	Wednesday								
03/04/10	Thursday*								
03/05/10	Friday								
03/06/10	Saturday								

S/D

INCLUDE ALL (A/L-S/L) HOURS

Total bi-weekly hours

*** Timesheet is due**

Entries verified and approved by: Signature of Supervisor _____

Name of Supervisor _____ Title _____

PRINT

Date _____ Department Telephone # _____

BARUCH COLLEGE - STATE PAYROLL DIVISION
COLLEGE ASSISTANTS BI-WEEKLY TIMESHEETS
PAY PERIOD #25

Please fill out all the required information. Everything must be completed in ink. A work break is mandatory for every five consecutive hours that are worked: One-half hour is the minimum break allowed. ***Timesheets are due in the Human Resources Office by 5 P.M., Thursday, March 18, 2010. Paycheck will be issued Thursday, April 8, 2010.***

Name of Employee _____ Social Security _____

PRINT

Pay Rate _____ Department _____

Fiscal Year 2009-2010	Day	Time In Am	Lunch Out	Time In Pm	Supper Out/In	Time Out	Do Not Use	Employee's Signature	Total Hours Worked
03/07/10	Sunday								
03/08/10	Monday								
03/09/10	Tuesday								
03/10/10	Wednesday								
03/11/10	Thursday								
03/12/10	Friday								
03/13/10	Saturday								

03/14/10	Sunday								
03/15/10	Monday								
03/16/10	Tuesday								
03/17/10	Wednesday								
03/18/10	Thursday*								
03/19/10	Friday								
03/20/10	Saturday								
S/D								INCLUDE ALL (A/L-S/L) HOURS	
								Total bi-weekly hours	

*** Timesheet is due**

Entries verified and approved by: Signature of Supervisor _____

Name of Supervisor _____ Title _____

PRINT

Date _____ Department Telephone # _____

BARUCH COLLEGE - STATE PAYROLL DIVISION
COLLEGE ASSISTANTS BI-WEEKLY TIMESHEETS
PAY PERIOD #26

Please fill out all the required information. *Everything must be completed in ink.* A work break is mandatory for every five consecutive hours that are worked: One-half hour is the minimum break allowed. **Timesheets are due in the Human Resources Office by 5 P.M., Thursday, April 1, 2010. Paycheck will be issued Thursday, April 22, 2010.**

Name of Employee _____ Social Security _____

PRINT

Pay Rate _____ Department _____

Fiscal Year 2009-2010	Day	Time In Am	Lunch Out	Time In Pm	Supper Out/In	Time Out	Do Not Use	Employee's Signature	Total Hours Worked
03/21/10	Sunday				/				
03/22/10	Monday				/				
03/23/10	Tuesday				/				
03/24/10	Wednesday				/				
03/25/10	Thursday				/				
03/26/10	Friday				/				
03/27/10	Saturday				/				

03/28/10	Sunday				/				
03/29/10	Monday				/				
03/30/10	Tuesday				/				
03/31/10	Wednesday				/				
04/01/10	Thursday*				/				
04/02/10	Friday				/				
04/03/10	Saturday				/				

S/D

INCLUDE ALL (A/L-S/L) HOURS

Total bi-weekly hours

*** Timesheet is due**

Entries verified and approved by: Signature of Supervisor _____

Name of Supervisor _____ Title _____

PRINT

Date _____ Department Telephone # _____

BARUCH COLLEGE - STATE PAYROLL DIVISION
COLLEGE ASSISTANTS BI-WEEKLY TIMESHEETS
PAY PERIOD #1

Please fill out all the required information. Everything must be completed in ink. A work break is mandatory for every five consecutive hours that are worked: One-half hour is the minimum break allowed. ***Timesheets are due in the Human Resources Office by 5 P.M., Thursday, April 15, 2010. Paycheck will be issued Thursday, May 6, 2010.***

Name of Employee _____ Social Security _____

PRINT

Pay Rate _____ Department _____

Fiscal Year 2009-2010	Day	Time In Am	Lunch Out	Time In Pm	Supper Out/In	Time Out	Do Not Use	Employee's Signature	Total Hours Worked
04/04/10	Sunday				/				
04/05/10	Monday				/				
04/06/10	Tuesday				/				
04/07/10	Wednesday				/				
04/08/10	Thursday				/				
04/09/10	Friday				/				
04/10/10	Saturday				/				

04/11/10	Sunday				/				
04/12/10	Monday				/				
04/13/10	Tuesday				/				
04/14/10	Wednesday				/				
04/15/10	Thursday*				/				
04/16/10	Friday				/				
04/17/10	Saturday				/				
S/D								INCLUDE ALL (A/L-S/L) HOURS	
								Total bi-weekly hours	

*** Timesheet is due**

Entries verified and approved by: Signature of Supervisor _____

Name of Supervisor _____ Title _____

PRINT

Date _____ Department Telephone # _____

BARUCH COLLEGE - STATE PAYROLL DIVISION
COLLEGE ASSISTANTS BI-WEEKLY TIMESHEETS
PAY PERIOD #2

Please fill out all the required information. *Everything must be completed in ink.* A work break is mandatory for every five consecutive hours that are worked: One-half hour is the minimum break allowed. ***Timesheets are due in the Human Resources Office by 5 P.M., Thursday, April 29, 2010. Paycheck will be issued Thursday, May 20, 2010.***

Name of Employee _____ Social Security _____

PRINT

Pay Rate _____ Department _____

Fiscal Year 2009-2010	Day	Time In Am	Lunch Out	Time In Pm	Supper Out/In	Time Out	Do Not Use	Employee's Signature	Total Hours Worked
04/18/10	Sunday								
04/19/10	Monday								
04/20/10	Tuesday								
04/21/10	Wednesday								
04/22/10	Thursday								
04/23/10	Friday								
04/24/10	Saturday								

04/25/10	Sunday								
04/26/10	Monday								
04/27/10	Tuesday								
04/28/10	Wednesday								
04/29/10	Thursday*								
04/30/10	Friday								
05/01/10	Saturday								
S/D								INCLUDE ALL (A/L-S/L)HOURS	
								Total bi-weekly hours	

*** Timesheet is due**

Entries verified and approved by: Signature of Supervisor _____

Name of Supervisor _____ Title _____

PRINT

Date _____ Department Telephone # _____

BARUCH COLLEGE - STATE PAYROLL DIVISION
COLLEGE ASSISTANTS BI-WEEKLY TIMESHEETS
PAY PERIOD #3

Please fill out all the required information. *Everything must be completed in ink.* A work break is mandatory for every five consecutive hours that are worked: One-half hour is the minimum break allowed. ***Timesheets are due in the Human Resources Office by 5 P.M., Wednesday, May 12, 2010. Paycheck will be issued Thursday, June 3, 2010.***

Name of Employee _____ Social Security _____

PRINT

Pay Rate _____ Department _____

Fiscal Year 2009-2010	Day	Time In Am	Lunch Out	Time In Pm	Supper Out/In	Time Out	Do Not Use	Employee's Signature	Total Hours Worked
05/02/10	Sunday								
05/03/10	Monday								
05/04/10	Tuesday								
05/05/10	Wednesday								
05/06/10	Thursday								
05/07/10	Friday								
05/08/10	Saturday								

05/09/10	Sunday								
05/10/10	Monday								
05/11/10	Tuesday								
05/12/10	Wednesday*								
05/13/10	Thursday								
05/14/10	Friday								
05/15/10	Saturday								

S/D

INCLUDE ALL (A/L-S/L) HOURS

Total bi-weekly hours

*** Timesheet is due**

Entries verified and approved by: Signature of Supervisor _____

Name of Supervisor _____ Title _____

PRINT

Date _____ Department Telephone # _____

BARUCH COLLEGE - STATE PAYROLL DIVISION
COLLEGE ASSISTANTS BI-WEEKLY TIMESHEETS
PAY PERIOD #4

Please fill out all the required information. *Everything must be completed in ink.* A work break is mandatory for every five consecutive hours that are worked: One-half hour is the minimum break allowed. ***Timesheets are due in the Human Resources Office by 5 P.M., Wednesday, May 26, 2010. Paycheck will be issued Thursday, June 17, 2010.***

Name of Employee _____ Social Security _____

PRINT

Pay Rate _____ Department _____

Fiscal Year 2009-2010	Day	Time In Am	Lunch Out	Time In Pm	Supper Out/In	Time Out	Do Not Use	Employee's Signature	Total Hours Worked
05/16/10	Sunday								
05/17/10	Monday								
05/18/10	Tuesday								
05/19/10	Wednesday								
05/20/10	Thursday								
05/21/10	Friday								
05/22/10	Saturday								

05/23/10	Sunday								
05/24/10	Monday								
05/25/10	Tuesday								
05/26/10	Wednesday*								
05/27/10	Thursday								
05/28/10	Friday								
05/29/10	Saturday								

S/D

INCLUDE ALL (A/L-S/L) HOURS

Total bi-weekly hours

*** Timesheet is due**

Entries verified and approved by: Signature of Supervisor _____

Name of Supervisor _____ Title _____

PRINT

Date _____ Department Telephone # _____

BARUCH COLLEGE - STATE PAYROLL DIVISION
COLLEGE ASSISTANTS BI-WEEKLY TIMESHEETS
PAY PERIOD #5

Please fill out all the required information. *Everything must be completed in ink.* A work break is mandatory for every five consecutive hours that are worked: One-half hour is the minimum break allowed. ***Timesheets are due in the Human Resources Office by 5 P.M., Thursday, June 10, 2010. Paycheck will be issued Thursday, July 1, 2010.***

Name of Employee _____ Social Security _____

PRINT

Pay Rate _____ Department _____

Fiscal Year 2009-2010	Day	Time In Am	Lunch Out	Time In Pm	Supper Out/In	Time Out	Do Not Use	Employee's Signature	Total Hours Worked
05/30/10	Sunday								
05/31/10	Monday							Memorial Day - College Closed	
06/01/10	Tuesday								
06/02/10	Wednesday								
06/03/10	Thursday								
06/04/10	Friday								
06/05/10	Saturday								

06/06/10	Sunday								
06/07/10	Monday								
06/08/10	Tuesday								
06/09/10	Wednesday								
06/10/10	Thursday*								
06/11/10	Friday								
06/12/10	Saturday								
S/D								INCLUDE ALL (A/L-S/L) HOURS	
								Total bi-weekly hours	

*** Timesheet is due**

Entries verified and approved by: Signature of Supervisor _____

Name of Supervisor _____ Title _____

PRINT

Date _____ Department Telephone # _____

BARUCH COLLEGE - STATE PAYROLL DIVISION
COLLEGE ASSISTANTS BI-WEEKLY TIMESHEETS
PAY PERIOD #6

Please fill out all the required information. Everything must be completed in ink. A work break is mandatory for every five consecutive hours that are worked: One-half hour is the minimum break allowed. ***Timesheets are due in the Human Resources Office by 5 P.M., Wednesday, June 23, 2010. Paycheck will be issued Thursday, July 15, 2010.***

Name of Employee _____ Social Security _____

PRINT

Pay Rate _____ Department _____

Fiscal Year 2009-2010	Day	Time In Am	Lunch Out	Time In Pm	Supper Out/In	Time Out	Do Not Use	Employee's Signature	Total Hours Worked
06/13/10	Sunday				/				
06/14/10	Monday				/				
06/15/10	Tuesday				/				
06/16/10	Wednesday				/				
06/17/10	Thursday				/				
06/18/10	Friday				/				
06/19/10	Saturday				/				

06/20/10	Sunday				/				
06/21/10	Monday				/				
06/22/10	Tuesday				/				
06/23/10	Wednesday*				/				
06/24/10	Thursday				/				
06/25/10	Friday				/			College Closed - Summer	
06/26/10	Saturday				/				
S/D								INCLUDE ALL (A/L-S/L) HOURS	
								Total bi-weekly hours	

*** Timesheet is due**

Entries verified and approved by: Signature of Supervisor _____

Name of Supervisor _____ Title _____

PRINT

Date _____ Department Telephone # _____

**BARUCH COLLEGE - STATE PAYROLL DIVISION
COLLEGE ASSISTANTS BI-WEEKLY TIMESHEETS
PAY PERIOD #7A**

Please fill out all the required information. Everything must be completed in ink. A work break is mandatory for every five consecutive hours that are worked: One-half hour is the minimum break allowed. **Timesheets are due in the Human Resources Office by 5 P.M., Thursday, July 1, 2010. Paycheck will be issued Thursday, July 29, 2010*.**

Name of Employee _____ Social Security _____

PRINT

Pay Rate _____ Department _____

Fiscal Year 2009-2010	Day	Time In Am	Lunch Out	Time In Pm	Supper Out/In	Time Out	Do Not Use	Employee's Signature	Total Hours Worked
06/27/10	Sunday								
06/28/10	Monday								
06/29/10	Tuesday								
06/30/10	Wednesday								

							S/D	INCLUDE ALL (A/L-S/L)HOURS	
								Total bi-weekly hours	

*** Timesheet is due**

Entries verified and approved by: Signature of Supervisor _____

Name of Supervisor _____ Title _____

PRINT

Date _____ Department Telephone # _____

BARUCH COLLEGE - STATE PAYROLL DIVISION
COLLEGE ASSISTANTS BI-WEEKLY TIMESHEETS
PAY PERIOD #7B

Please fill out all the required information. *Everything must be completed in ink.* A work break is mandatory for every five consecutive hours that are worked: One-half hour is the minimum break allowed. **Timesheets are due in the Human Resources Office by 5 P.M., Thursday, July 8, 2010. Paycheck will be issued Thursday, July 29, 2010.**

Name of Employee _____ Social Security _____

PRINT

Pay Rate _____ Department _____

Fiscal Year 2010-2011	Day	Time In Am	Lunch Out	Time In Pm	Supper Out/In	Time Out	Do Not Use	Employee's Signature	Total Hours Worked
	Sunday								
	Monday								
	Tuesday								
	Wednesday								
07/01/10	Thursday								
07/02/10	Friday							College Closed - Summer	
07/03/10	Saturday								

07/04/10	Sunday								
07/05/10	Monday							Observed Independence Day - College Closed	
07/06/10	Tuesday								
07/07/10	Wednesday								
07/08/10	Thursday*								
07/09/10	Friday								
07/10/10	Saturday								
						S/D		INCLUDE ALL (A/L-S/L) HOURS	
								Total bi-weekly hours	

*** Timesheet is due**

Entries verified and approved by: Signature of Supervisor _____

Name of Supervisor _____ Title _____

PRINT

Date _____ Department Telephone # _____

BARUCH COLLEGE - STATE PAYROLL DIVISION
COLLEGE ASSISTANTS BI-WEEKLY TIMESHEETS
PAY PERIOD #8

Please fill out all the required information. Everything must be completed in ink. A work break is mandatory for every five consecutive hours that are worked: One-half hour is the minimum break allowed. ***Timesheets are due in the Human Resources Office by 5 P.M., Wednesday, July 21, 2010. Paycheck will be issued Thursday, August 12, 2010.***

Name of Employee _____ Social Security _____
PRINT
 Pay Rate _____ Department _____

Fiscal Year 2010-2011	Day	Time In Am	Lunch Out	Time In Pm	Supper Out/In	Time Out	Do Not Use	Employee's Signature	Total Hours Worked
07/11/10	Sunday								
07/12/10	Monday								
07/13/10	Tuesday								
07/14/10	Wednesday								
07/15/10	Thursday								
07/16/10	Friday							College Closed - Summer	
07/17/10	Saturday								

07/18/10	Sunday								
07/19/10	Monday								
07/20/10	Tuesday								
07/21/10	Wednesday*								
07/22/10	Thursday								
07/23/10	Friday							College Closed - Summer	
07/24/10	Saturday								

S/D _____
INCLUDE ALL (A/L-S/L) HOURS
Total bi-weekly hours

*** Timesheet is due**

Entries verified and approved by: Signature of Supervisor _____

Name of Supervisor _____ Title _____
PRINT

Date _____ Department Telephone # _____

BARUCH COLLEGE - STATE PAYROLL DIVISION
COLLEGE ASSISTANTS BI-WEEKLY TIMESHEETS
PAY PERIOD #9

Please fill out all the required information. *Everything must be completed in ink.* A work break is mandatory for every five consecutive hours that are worked: One-half hour is the minimum break allowed. ***Timesheets are due in the Human Resources Office by 5 P.M., Wednesday, August 4, 2010 Paycheck will be issued Thursday, August 26, 2010.***

Name of Employee _____ Social Security _____

PRINT

Pay Rate _____ Department _____

Fiscal Year 2010-2011	Day	Time In Am	Lunch Out	Time In Pm	Supper Out/In	Time Out	Do Not Use	Employee's Signature	Total Hours Worked
07/25/10	Sunday								
07/26/10	Monday								
07/27/10	Tuesday								
07/28/10	Wednesday								
07/29/10	Thursday								
07/30/10	Friday							College Closed - Summer	
07/31/10	Saturday								

08/01/10	Sunday								
08/02/10	Monday								
08/03/10	Tuesday								
08/04/10	Wednesday*								
08/05/10	Thursday								
08/06/10	Friday							College Closed - Summer	
08/07/10	Saturday								
S/D								INCLUDE ALL (A/L-S/L) HOURS	
								Total bi-weekly hours	

*** Timesheet is due**

Entries verified and approved by: Signature of Supervisor _____

Name of Supervisor _____ Title _____

PRINT

Date _____ Department Telephone # _____

BARUCH COLLEGE - STATE PAYROLL DIVISION
COLLEGE ASSISTANTS BI-WEEKLY TIMESHEETS
PAY PERIOD #10

Please fill out all the required information. *Everything must be completed in ink.* A work break is mandatory for every five consecutive hours that are worked: One-half hour is the minimum break allowed. ***Timesheets are due in the Human Resources Office by 5 P.M., Thursday, August 19, 2010. Paycheck will be issued Thursday Thursday, September 9, 2010.***

Name of Employee _____ Social Security _____

PRINT

Pay Rate _____ Department _____

Fiscal Year 2010-2011	Day	Time In Am	Lunch Out	Time In Pm	Supper Out/In	Time Out	Do Not Use	Employee's Signature	Total Hours Worked
08/08/10	Sunday								
08/09/10	Monday								
08/10/10	Tuesday								
08/11/10	Wednesday								
08/12/10	Thursday								
08/13/10	Friday								
08/14/10	Saturday								

08/15/10	Sunday								
08/16/10	Monday								
08/17/10	Tuesday								
08/18/10	Wednesday								
08/19/10	Thursday*								
08/20/10	Friday								
08/21/10	Saturday								
S/D								INCLUDE ALL (A/L-S/L)HOURS	
								Total bi-weekly hours	

*** Timesheet is due**

Entries verified and approved by: Signature of Supervisor _____

Name of Supervisor _____ Title _____

PRINT

Date _____ Department Telephone # _____

BARUCH COLLEGE - STATE PAYROLL DIVISION
COLLEGE ASSISTANTS BI-WEEKLY TIMESHEETS
PAY PERIOD #11

Please fill out all the required information. *Everything must be completed in ink.* A work break is mandatory for every five consecutive hours that are worked: One-half hour is the minimum break allowed. ***Timesheets are due in the Human Resources Office by 5 P.M., Wednesday, September 1, 2010. Paycheck will be issued Thursday, September 23, 2010.***

Name of Employee _____ Social Security _____

PRINT

Pay Rate _____ Department _____

Fiscal Year 2010-2011	Day	Time In Am	Lunch Out	Time In Pm	Supper Out/In	Time Out	Do Not Use	Employee's Signature	Total Hours Worked
08/22/10	Sunday								
08/23/10	Monday								
08/24/10	Tuesday								
08/25/10	Wednesday								
08/26/10	Thursday								
08/27/10	Friday								
08/28/10	Saturday								

08/29/10	Sunday								
08/30/10	Monday								
08/31/10	Tuesday								
09/01/10	Wednesday*								
09/02/10	Thursday								
09/03/10	Friday								
09/04/10	Saturday								
S/D								INCLUDE ALL (A/L-S/L) HOURS	
								Total bi-weekly hours	

*** Timesheet is due**

Entries verified and approved by: Signature of Supervisor _____

Name of Supervisor _____ Title _____

PRINT

Date _____ Department Telephone # _____

BARUCH COLLEGE - STATE PAYROLL DIVISION
COLLEGE ASSISTANTS BI-WEEKLY TIMESHEETS
PAY PERIOD #12

Please fill out all the required information. Everything must be completed in ink. A work break is mandatory for every five consecutive hours that are worked: One-half hour is the minimum break allowed. **Timesheets are due in the Human Resources Office by 5 P.M., Thursday, September 16, 2010. Paycheck will be issued Thursday, October 7, 2010.**

Name of Employee _____ Social Security _____

PRINT

Pay Rate _____ Department _____

Fiscal Year 2010-2011	Day	Time In Am	Lunch Out	Time In Pm	Supper Out/In	Time Out	Do Not Use	Employee's Signature	Total Hours Worked
09/05/10	Sunday								
09/06/10	Monday							Labor Day - College Closed	
09/07/10	Tuesday								
09/08/10	Wednesday								
09/09/10	Thursday								
09/10/10	Friday								
09/11/10	Saturday								

09/12/10	Sunday								
09/13/10	Monday								
09/14/10	Tuesday								
09/15/10	Wednesday								
09/16/10	Thursday*								
09/17/10	Friday								
09/18/10	Saturday								
S/D								INCLUDE ALL (A/L-S/L) HOURS	
								Total bi-weekly hours	

*** Timesheet is due**

Entries verified and approved by: Signature of Supervisor _____

Name of Supervisor _____ Title _____

PRINT

Date _____ Department Telephone # _____

BARUCH COLLEGE - STATE PAYROLL DIVISION
COLLEGE ASSISTANTS BI-WEEKLY TIMESHEETS
PAY PERIOD #13

Please fill out all the required information. *Everything must be completed in ink.* A work break is mandatory for every five consecutive hours that are worked: One-half hour is the minimum break allowed. **Timesheets are due in the Human Resources Office by 5 P.M., Wednesday, September 29, 2010. Paycheck will be issued Thursday, October 21, 2010.**

Name of Employee _____ Social Security _____

PRINT

Pay Rate _____ Department _____

Fiscal Year 2010-2011	Day	Time In Am	Lunch Out	Time In Pm	Supper Out/In	Time Out	Do Not Use	Employee's Signature	Total Hours Worked
09/19/10	Sunday								
09/20/10	Monday								
09/21/10	Tuesday								
09/22/10	Wednesday								
09/23/10	Thursday								
09/24/10	Friday								
09/25/10	Saturday								

09/26/10	Sunday								
09/27/10	Monday								
09/28/10	Tuesday								
09/29/10	Wednesday*								
09/30/10	Thursday								
10/01/10	Friday								
10/02/10	Saturday								
S/D								INCLUDE ALL (A/L-S/L)HOURS	
								Total bi-weekly hours	

*** Timesheet is due**

Entries verified and approved by: Signature of Supervisor _____

Name of Supervisor _____ Title _____

PRINT

Date _____ Department Telephone # _____

BARUCH COLLEGE - STATE PAYROLL DIVISION
COLLEGE ASSISTANTS BI-WEEKLY TIMESHEETS
PAY PERIOD #14

Please fill out all the required information. *Everything must be completed in ink.* A work break is mandatory for every five consecutive hours that are worked: One-half hour is the minimum break allowed. ***Timesheets are due in the Human Resources Office by 5 P.M., Thursday, October 14, 2010. Paycheck will be issued Thursday, November 4, 2010.***

Name of Employee _____ Social Security _____

PRINT

Pay Rate _____ Department _____

Fiscal Year 2010-2011	Day	Time In Am	Lunch Out	Time In Pm	Supper Out/In	Time Out	Do Not Use	Employee's Signature	Total Hours Worked
10/03/10	Sunday								
10/04/10	Monday								
10/05/10	Tuesday								
10/06/10	Wednesday								
10/07/10	Thursday								
10/08/10	Friday								
10/09/10	Saturday								

10/10/10	Sunday								
10/11/10	Monday							Columbus Day - College Closed	
10/12/10	Tuesday								
10/13/10	Wednesday								
10/14/10	Thursday*								
10/15/10	Friday								
10/16/10	Saturday								
							S/D	INCLUDE ALL (A/L-S/L) HOURS	
								Total bi-weekly hours	

*** Timesheet is due**

Entries verified and approved by: Signature of Supervisor _____

Name of Supervisor _____ Title _____

PRINT

Date _____ Department Telephone # _____

BARUCH COLLEGE - STATE PAYROLL DIVISION
COLLEGE ASSISTANTS BI-WEEKLY TIMESHEETS
PAY PERIOD #15

Please fill out all the required information. Everything must be completed in ink. A work break is mandatory for every five consecutive hours that are worked: One-half hour is the minimum break allowed. **Timesheets are due in the Human Resources Office by 5 P.M., Thursday, October 28, 2010. Paycheck will be issued Thursday, November 18, 2010.**

Name of Employee _____ Social Security _____

PRINT

Pay Rate _____ Department _____

Fiscal Year 2010-2011	Day	Time In Am	Lunch Out	Time In Pm	Supper Out/In	Time Out	Do Not Use	Employee's Signature	Total Hours Worked
10/17/10	Sunday				/				
10/18/10	Monday				/				
10/19/10	Tuesday				/				
10/20/10	Wednesday				/				
10/21/10	Thursday				/				
10/22/10	Friday				/				
10/23/10	Saturday				/				
10/24/10	Sunday				/				
10/25/10	Monday				/				
10/26/10	Tuesday				/				
10/27/10	Wednesday				/				
10/28/10	Thursday*				/				
10/29/10	Friday				/				
10/30/10	Saturday				/				
S/D								INCLUDE ALL (A/L-S/L) HOURS	
								Total bi-weekly hours	

*** Timesheet is due**

Entries verified and approved by: Signature of Supervisor _____

Name of Supervisor _____ Title _____

PRINT

Date _____ Department Telephone # _____

BARUCH COLLEGE - STATE PAYROLL DIVISION
COLLEGE ASSISTANTS BI-WEEKLY TIMESHEETS
PAY PERIOD #16

Please fill out all the required information. *Everything must be completed in ink.* A work break is mandatory for every five consecutive hours that are worked: One-half hour is the minimum break allowed. ***Timesheets are due in the Human Resources Office by 5 P.M., Wednesday, November 10, 2010. Paycheck will be issued Thursday, December 2, 2010.***

Name of Employee _____ Social Security _____

PRINT

Pay Rate _____ Department _____

Fiscal Year 2010-2011	Day	Time In Am	Lunch Out	Time In Pm	Supper Out/In	Time Out	Do Not Use	Employee's Signature	Total Hours Worked
10/31/10	Sunday								
11/01/10	Monday								
11/02/10	Tuesday								
11/03/10	Wednesday								
11/04/10	Thursday								
11/05/10	Friday								
11/06/10	Saturday								

11/07/10	Sunday								
11/08/10	Monday								
11/09/10	Tuesday								
11/10/10	Wednesday*								
11/11/10	Thursday								
11/12/10	Friday								
11/13/10	Saturday								
S/D								INCLUDE ALL (A/L-S/L) HOURS	
								Total bi-weekly hours	

*** Timesheet is due**

Entries verified and approved by: Signature of Supervisor _____

Name of Supervisor _____ Title _____

PRINT

Date _____ Department Telephone # _____