

**Baruch College - State Payroll Division
Continuing Studies Bi-Weekly Timesheets
Pay Period 8**

Due Date: Tuesday, July 5, 2011

Please complete **ALL** required fields below and include your signature for each class, in ink. Incomplete timesheets cannot be processed. Timesheets are due in the CAPS office **no later than** 3 pm, Tues., July 5, 2011. Paychecks will be issued on Thur., July 28, 2011. **Fax timesheets to Faculty Services at 646-312-5132.**

Name of Employee: _____

Pay Rate: _____

Last 4-digits of Social Security Number: _____

Date	Day	Course/Section	Time In AM	Lunch Out	Time In PM	Time Out	Employee Signature	Total Hours Worked
06/26/11	Sunday							
06/27/11	Monday							
06/28/11	Tuesday							
06/29/11	Wednesday							
06/30/11	Thursday							
07/01/11	Friday						College Closed - Summer Hrs.	
07/02/11	Saturday							

Date	Day	Course/Section	Time In AM	Lunch Out	Time In PM	Time Out	Employee Signature	Total Hours Worked
TOTAL BI-WEEKLY HOURS								

Entries verified and approved by: Signature Of Supervisor _____

Print name of Supervisor: Maria Pichardo Title: AO Coordinator Date: _____

Baruch College - State Payroll Division
 Continuing Studies Bi-Weekly Timesheets
 Pay Period 9

Due Date: Tuesday, July 19, 2011

Please complete **ALL** required fields below and include your signature for each class, in ink. Incomplete timesheets cannot be processed. Timesheets are due in the CAPS office **no later than** 3 pm, Tues., July 19, 2011. Paychecks will be issued on Thur., August 11, 2011. **Fax timesheets to Faculty Services at 646-312-5132.**

Name of Employee: _____

Pay Rate: _____

Last 4-digits of Social Security Number: _____

Date	Day	Course/Section	Time In AM	Lunch Out	Time In PM	Time Out	Employee Signature	Total Hours Worked
07/03/11	Sunday							
07/04/11	Monday						Independence Day - College Closed	
07/05/11	Tuesday							
07/06/11	Wednesday							
07/07/11	Thursday							
07/08/11	Friday							
07/09/11	Saturday							

Date	Day	Course/Section	Time In AM	Lunch Out	Time In PM	Time Out	Employee Signature	Total Hours Worked
07/10/11	Sunday							
07/11/11	Monday							
07/12/11	Tuesday							
07/13/11	Wednesday							
07/14/11	Thursday							
07/15/11	Friday						College Closed - Summer Hrs.	
07/16/11	Saturday							
TOTAL BI-WEEKLY HOURS								

Entries verified and approved by: Signature Of Supervisor: _____

Print name of Supervisor: Maria Pichardo Title: AO Coordinator Date: _____

**Baruch College - State Payroll Division
Continuing Studies Bi-Weekly Timesheets
Pay Period 10**

Due Date: Tuesday, August 2, 2011

Please complete **ALL** required fields below and include your signature for each class, in ink. Incomplete timesheets cannot be processed. Timesheets are due in the CAPS office **no later than** 3 pm, Tues., August 2, 2011. Paychecks will be issued on Thur. August 25, 2011. **Fax timesheets to Faculty Services at 646-312-5132.**

Name of Employee: _____

Pay Rate: _____

Last 4-digits of Social Security Number: _____

Date	Day	Course/Section	Time In AM	Lunch Out	Time In PM	Time Out	Employee Signature	Total Hours Worked
07/17/11	Sunday							
07/18/11	Monday							
07/19/11	Tuesday							
07/20/11	Wednesday							
07/21/11	Thursday							
07/22/11	Friday						College Closed - Summer Hrs.	
07/23/11	Saturday							

Date	Day	Course/Section	Time In AM	Lunch Out	Time In PM	Time Out	Employee Signature	Total Hours Worked
07/24/11	Sunday							
07/25/11	Monday							
07/26/11	Tuesday							
07/27/11	Wednesday							
07/28/11	Thursday							
07/29/11	Friday						College Closed - Summer Hrs.	
07/30/11	Saturday							
TOTAL BI-WEEKLY HOURS								

Entries verified and approved by: Signature Of Supervisor _____

Print name of Supervisor: Maria Pichardo Title: AO Coordinator Date: _____

Baruch College - State Payroll Division
Continuing Studies Bi-Weekly Timesheets
Pay Period 11

Due Date: Tuesday, August 16, 2011

Please complete **ALL** required fields below and include your signature for each class, in ink. Incomplete timesheets cannot be processed. Timesheets are due in the CAPS office **no later than** 3 pm, Tues., August 16, 2011. Paychecks will be issued on Thur., September 8, 2011. **Fax timesheets to Faculty Services at 646-312-5132.**

Name of Employee: _____

Pay Rate: _____

Last 4-digits of Social Security Number: _____

Date	Day	Course/Section	Time In AM	Lunch Out	Time In PM	Time Out	Employee Signature	Total Hours Worked
07/31/11	Sunday							
08/01/11	Monday							
08/02/11	Tuesday							
08/03/11	Wednesday							
08/04/11	Thursday							
08/05/11	Friday						College Closed - Summer Hrs.	
08/06/11	Saturday							

Date	Day	Course/Section	Time In AM	Lunch Out	Time In PM	Time Out	Employee Signature	Total Hours Worked
08/07/11	Sunday							
08/08/11	Monday							
08/09/11	Tuesday							
08/10/11	Wednesday							
08/11/11	Thursday							
08/12/11	Friday							
08/13/11	Saturday							
TOTAL BI-WEEKLY HOURS								

Entries verified and approved by: Signature Of Supervisor _____

Print name of Supervisor: Maria Pichardo Title: AO Coordinator Date: _____

Baruch College - State Payroll Division
Continuing Studies Bi-Weekly Timesheets
Pay Period 12

Due Date: Tuesday, August 30, 2011

Please complete **ALL** required fields below and include your signature for each class, in ink. Incomplete timesheets cannot be processed. Timesheets are due in the CAPS office **no later than** 3 pm, Tues., August 30, 2011. Paychecks will be issued on Thur., September 22, 2011. **Fax timesheets to Faculty Services at 646-312-5132.**

Name of Employee: _____

Pay Rate: _____

Last 4-digits of Social Security Number: _____

Date	Day	Course/Section	Time In AM	Lunch Out	Time In PM	Time Out	Employee Signature	Total Hours Worked
08/14/11	Sunday							
08/15/11	Monday							
08/16/11	Tuesday							
08/17/11	Wednesday							
08/18/11	Thursday							
08/19/11	Friday							
08/20/11	Saturday							

Date	Day	Course/Section	Time In AM	Lunch Out	Time In PM	Time Out	Employee Signature	Total Hours Worked
08/21/11	Sunday							
08/22/11	Monday							
08/23/11	Tuesday							
08/24/11	Wednesday							
08/25/11	Thursday							
08/26/11	Friday							
08/27/11	Saturday							
TOTAL BI-WEEKLY HOURS								

Entries verified and approved by: Signature Of Supervisor _____

Print name of Supervisor: Maria Pichardo Title: AO Coordinator Date: _____

**Baruch College - State Payroll Division
Continuing Studies Bi-Weekly Timesheets
Pay Period 13**

Due Date: Tuesday, September 13, 2011

Please complete **ALL** required fields below and include your signature for each class, in ink. Incomplete timesheets cannot be processed. Timesheets are due in the CAPS office **no later than** 3 pm, Tues., September 13, 2011. Paychecks will be issued on Thur., October 6, 2011. **Fax timesheets to Faculty Services at 646-312-5132.**

Name of Employee: _____

Pay Rate: _____

Last 4-digits of Social Security Number: _____

Date	Day	Course/Section	Time In AM	Lunch Out	Time In PM	Time Out	Employee Signature	Total Hours Worked
08/28/11	Sunday							
08/29/11	Monday							
08/30/11	Tuesday							
08/31/11	Wednesday							
09/01/11	Thursday							
09/02/11	Friday							
09/03/11	Saturday							

Date	Day	Course/Section	Time In AM	Lunch Out	Time In PM	Time Out	Employee Signature	Total Hours Worked
09/04/11	Sunday							
09/05/11	Monday						Labor Day - College Closed	
09/06/11	Tuesday							
09/07/11	Wednesday							
09/08/11	Thursday							
09/09/11	Friday							
09/10/11	Saturday							
TOTAL BI-WEEKLY HOURS								

Entries verified and approved by: Signature Of Supervisor _____

Print name of Supervisor: Maria Pichardo Title: AO Coordinator Date: _____

Baruch College - State Payroll Division
Continuing Studies Bi-Weekly Timesheets
Pay Period 14

Due Date: Tuesday, September 27, 2011

Please complete **ALL** required fields below and include your signature for each class, in ink. Incomplete timesheets cannot be processed. Timesheets are due in the CAPS office **no later than** 3 pm, Tues., September 27, 2011. Paychecks will be issued on Thur., October 20, 2011. **Fax timesheets to Faculty Services at 646-312-5132.**

Name of Employee: _____

Pay Rate: _____

Last 4-digits of Social Security Number: _____

Date	Day	Course/Section	Time In AM	Lunch Out	Time In PM	Time Out	Employee Signature	Total Hours Worked
09/11/11	Sunday							
09/12/11	Monday							
09/13/11	Tuesday							
09/14/11	Wednesday							
09/15/11	Thursday							
09/16/11	Friday							
09/17/11	Saturday							

Date	Day	Course/Section	Time In AM	Lunch Out	Time In PM	Time Out	Employee Signature	Total Hours Worked
09/18/11	Sunday							
09/19/11	Monday							
09/20/11	Tuesday							
09/21/11	Wednesday							
09/22/11	Thursday							
09/23/11	Friday							
09/24/11	Saturday							
TOTAL BI-WEEKLY HOURS								

Entries verified and approved by: Signature Of Supervisor _____

Print name of Supervisor: Maria Pichardo Title: AO Coordinator Date: _____

Baruch College - State Payroll Division
 Continuing Studies Bi-Weekly Timesheets
 Pay Period 15

Due Date: Tuesday, October 11, 2011

Please complete **ALL** required fields below and include your signature for each class, in ink. Incomplete timesheets cannot be processed. Timesheets are due in the CAPS office **no later than** 3 pm, Tues., October 11, 2011. Paychecks will be issued on Thur., November 3, 2011. **Fax timesheets to Faculty Services at 646-312-5132.**

Name of Employee: _____

Pay Rate: _____

Last 4-digits of Social Security Number: _____

Date	Day	Course/Section	Time In AM	Lunch Out	Time In PM	Time Out	Employee Signature	Total Hours Worked
09/25/11	Sunday							
09/26/11	Monday							
09/27/11	Tuesday							
09/28/11	Wednesday							
09/29/11	Thursday							
09/30/11	Friday							
10/01/11	Saturday							

Date	Day	Course/Section	Time In AM	Lunch Out	Time In PM	Time Out	Employee Signature	Total Hours Worked
10/02/11	Sunday							
10/03/11	Monday							
10/04/11	Tuesday							
10/05/11	Wednesday							
10/06/11	Thursday							
10/07/11	Friday							
10/08/11	Saturday							
TOTAL BI-WEEKLY HOURS								

Entries verified and approved by: Signature Of Supervisor _____

Print name of Supervisor: Maria Pichardo Title: AO Coordinator Date: _____

Baruch College - State Payroll Division
Continuing Studies Bi-Weekly Timesheets
Pay Period 16

Due Date: Tuesday, October 25, 2011

Please complete **ALL** required fields below and include your signature for each class, in ink. Incomplete timesheets cannot be processed. Timesheets are due in the CAPS office **no later than** 3 pm, Tues., October 25, 2011. Paychecks will be issued on Thur., November 17, 2011. **Fax timesheets to Faculty Services at 646-312-5132.**

Name of Employee: _____

Pay Rate: _____

Last 4-digits of Social Security Number: _____

Date	Day	Course/Section	Time In AM	Lunch Out	Time In PM	Time Out	Employee Signature	Total Hours Worked
10/09/11	Sunday							
10/10/11	Monday						Columbus Day - College Closed	
10/11/11	Tuesday							
10/12/11	Wednesday							
10/13/11	Thursday							
10/14/11	Friday							
10/15/11	Saturday							

Date	Day	Course/Section	Time In AM	Lunch Out	Time In PM	Time Out	Employee Signature	Total Hours Worked
10/16/11	Sunday							
10/17/11	Monday							
10/18/11	Tuesday							
10/19/11	Wednesday							
10/20/11	Thursday							
10/21/11	Friday							
10/22/11	Saturday							
TOTAL BI-WEEKLY HOURS								

Entries verified and approved by: Signature Of Supervisor _____

Print name of Supervisor: Maria Pichardo Title: AO Coordinator Date: _____

Baruch College - State Payroll Division
 Continuing Studies Bi-Weekly Timesheets
 Pay Period 17

Due Date: Tuesday, November 8, 2011

Please complete **ALL** required fields below and include your signature for each class, in ink. Incomplete timesheets cannot be processed. Timesheets are due in the CAPS office **no later than** 3 pm, Tues., November 8, 2011. Paychecks will be issued on Thur., December 1, 2011. **Fax timesheets to Faculty Services at 646-312-5132.**

Name of Employee: _____

Pay Rate: _____

Last 4-digits of Social Security Number: _____

Date	Day	Course/Section	Time In AM	Lunch Out	Time In PM	Time Out	Employee Signature	Total Hours Worked
10/23/11	Sunday							
10/24/11	Monday							
10/25/11	Tuesday							
10/26/11	Wednesday							
10/27/11	Thursday							
10/28/11	Friday							
10/29/11	Saturday							

Date	Day	Course/Section	Time In AM	Lunch Out	Time In PM	Time Out	Employee Signature	Total Hours Worked
10/30/11	Sunday							
10/31/11	Monday							
11/01/11	Tuesday							
11/02/11	Wednesday							
11/03/11	Thursday							
11/04/11	Friday							
11/05/11	Saturday							
TOTAL BI-WEEKLY HOURS								

Entries verified and approved by: Signature Of Supervisor _____

Print name of Supervisor: Maria Pichardo Title: AO Coordinator Date: _____

Baruch College - State Payroll Division
 Continuing Studies Bi-Weekly Timesheets
 Pay Period 18

Due Date: Tuesday, November 22, 2011

Please complete **ALL** required fields below and include your signature for each class, in ink. Incomplete timesheets cannot be processed. Timesheets are due in the CAPS office **no later than** 1 pm, Tuesd., November 22, 2011. Paychecks will be issued on Thur., December 15, 2011. **Fax timesheets to Faculty Services at 646-312-5132.**

Name of Employee: _____

Pay Rate: _____

Last 4-digits of Social Security Number: _____

Date	Day	Course/Section	Time In AM	Lunch Out	Time In PM	Time Out	Employee Signature	Total Hours Worked
11/06/11	Sunday							
11/07/11	Monday							
11/08/11	Tuesday							
11/09/11	Wednesday							
11/10/11	Thursday							
11/11/11	Friday							
11/12/11	Saturday							

Date	Day	Course/Section	Time In AM	Lunch Out	Time In PM	Time Out	Employee Signature	Total Hours Worked
11/13/11	Sunday							
11/14/11	Monday							
11/15/11	Tuesday							
11/16/11	Wednesday							
11/17/11	Thursday							
11/18/11	Friday							
11/19/11	Saturday							
TOTAL BI-WEEKLY HOURS								

Entries verified and approved by: Signature Of Supervisor _____

Print name of Supervisor: Maria Pichardo Title: AO Coordinator Date: _____

**Baruch College - State Payroll Division
Continuing Studies Bi-Weekly Timesheets
Pay Period 19**

Due Date: Tuesday, December 6, 2011

Please complete **ALL** required fields below and include your signature for each class, in ink. Incomplete timesheets cannot be processed. Timesheets are due in the CAPS office **no later than** 3 pm, Tues., December 6, 2011. Paychecks will be issued on Thur., December 29, 2011. **Fax timesheets to Faculty Services at 646-312-5132.**

Name of Employee: _____

Pay Rate: _____

Last 4-digits of Social Security Number: _____

Date	Day	Course/Section	Time In AM	Lunch Out	Time In PM	Time Out	Employee Signature	Total Hours Worked
11/20/11	Sunday							
11/21/11	Monday							
11/22/11	Tuesday							
11/23/11	Wednesday							
11/24/11	Thursday						Thanksgiving Holiday - College Closed	
11/25/11	Friday						Thanksgiving Holiday - College Closed	
11/26/11	Saturday							

Date	Day	Course/Section	Time In AM	Lunch Out	Time In PM	Time Out	Employee Signature	Total Hours Worked
11/27/11	Sunday							
11/28/11	Monday							
11/29/11	Tuesday							
11/30/11	Wednesday							
12/01/11	Thursday							
12/02/11	Friday							
12/03/11	Saturday							
TOTAL BI-WEEKLY HOURS								

Entries verified and approved by: Signature Of Supervisor _____

Print name of Supervisor: Maria Pichardo Title: AO Coordinator Date: _____

**Baruch College - State Payroll Division
Continuing Studies Bi-Weekly Timesheets
Pay Period 20**

Due Date: Tuesday, December 20, 2011

Please complete **ALL** required fields below and include your signature for each class, in ink. Incomplete timesheets cannot be processed. Timesheets are due in the CAPS office **no later than** 3 pm, Tues., December 20, 2011. Paychecks will be issued on Thur., January 12, 2012. **Fax timesheets to Faculty Services at 646-312-5132.**

Name of Employee: _____

Pay Rate: _____

Last 4-digits of Social Security Number: _____

Date	Day	Course/Section	Time In AM	Lunch Out	Time In PM	Time Out	Employee Signature	Total Hours Worked
12/04/11	Sunday							
12/05/11	Monday							
12/06/11	Tuesday							
12/07/11	Wednesday							
12/08/11	Thursday							
12/09/11	Friday							
12/10/11	Saturday							

Date	Day	Course/Section	Time In AM	Lunch Out	Time In PM	Time Out	Employee Signature	Total Hours Worked
12/11/11	Sunday							
12/12/11	Monday							
12/13/11	Tuesday							
12/14/11	Wednesday							
12/15/11	Thursday							
12/16/11	Friday							
12/17/11	Saturday							
TOTAL BI-WEEKLY HOURS								

Entries verified and approved by: Signature Of Supervisor_____

Print name of Supervisor: Maria Pichardo Title: AO Coordinator Date:_____

**Baruch College - State Payroll Division
Continuing Studies Bi-Weekly Timesheets
Pay Period 21**

Due Date: Tuesday, January 3, 2012

Please complete **ALL** required fields below and include your signature for each class, in ink. Incomplete timesheets cannot be processed. Timesheets are due in the CAPS office **no later than** 3 pm, Tues., January 3, 2012. Paychecks will be issued on Thur., January 26, 2012. **Fax timesheets to Faculty Services at 646-312-5132.**

Name of Employee:_____

Pay Rate: _____

Last 4-digits of Social Security Number:_____

Date	Day	Course/Section	Time In AM	Lunch Out	Time In PM	Time Out	Employee Signature	Total Hours Worked
12/18/11	Sunday							
12/19/11	Monday							
12/20/11	Tuesday							
12/21/11	Wednesday							
12/22/11	Thursday							
12/23/11	Friday							
12/24/11	Saturday						Christmas Eve - College Closed	

Date	Day	Course/Section	Time In AM	Lunch Out	Time In PM	Time Out	Employee Signature	Total Hours Worked
12/25/11	Sunday						Christmas Day - College Closed	
12/26/11	Monday							
12/27/11	Tuesday							
12/28/11	Wednesday							
12/29/11	Thursday							
12/30/11	Friday							
12/31/11	Saturday						New Year's Eve - College Closed	
TOTAL BI-WEEKLY HOURS								

Entries verified and approved by: Signature Of Supervisor_____

Print name of Supervisor: Maria Pichardo Title: AO Coordinator Date:_____

**Baruch College - State Payroll Division
Continuing Studies Bi-Weekly Timesheets
Pay Period 22**

Due Date: Tuesday, January 17, 2012

Please complete **ALL** required fields below and include your signature for each class, in ink. Incomplete timesheets cannot be processed. Timesheets are due in the CAPS office **no later than** 3 pm, Tues., January 17, 2012. Paychecks will be issued on Thur., February 9, 2012. **Fax timesheets to Faculty Services at 646-312-5132.**

Name of Employee:_____

Pay Rate: _____

Last 4-digits of Social Security Number:_____

Date	Day	Course/Section	Time In AM	Lunch Out	Time In PM	Time Out	Employee Signature	Total Hours Worked
01/01/12	Sunday						New Year's Day - College Closed	
01/02/12	Monday							
01/03/12	Tuesday							
01/04/12	Wednesday							
01/05/12	Thursday							
01/06/12	Friday							
01/07/12	Saturday							

Date	Day	Course/Section	Time In AM	Lunch Out	Time In PM	Time Out	Employee Signature	Total Hours Worked
01/08/12	Sunday							
01/09/12	Monday							
01/10/12	Tuesday							
01/11/12	Wednesday							
01/12/12	Thursday							
01/13/12	Friday							
01/14/12	Saturday							

TOTAL BI-WEEKLY HOURS

Entries verified and approved by: Signature Of Supervisor_____

Print name of Supervisor: Maria Pichardo Title: AO Coordinator Date:_____

**Baruch College - State Payroll Division
Continuing Studies Bi-Weekly Timesheets
Pay Period 23**

Due Date: Tuesday, January 31, 2012

Please complete **ALL** required fields below and include your signature for each class, in ink. Incomplete timesheets cannot be processed. Timesheets are due in the CAPS office **no later than** 3 pm, Tues., January 31, 2012. Paychecks will be issued on Thur., February 23, 2012. **Fax timesheets to Faculty Services at 646-312-5132.**

Name of Employee:_____

Pay Rate: _____

Last 4-digits of Social Security Number:_____

Date	Day	Course/Section	Time In AM	Lunch Out	Time In PM	Time Out	Employee Signature	Total Hours Worked
01/15/12	Sunday							
01/16/12	Monday						Martin Luther King, Jr. Holiday - College Closed	
01/17/12	Tuesday							
01/18/12	Wednesday							
01/19/12	Thursday							
01/20/12	Friday							
01/21/12	Saturday							

Date	Day	Course/Section	Time In AM	Lunch Out	Time In PM	Time Out	Employee Signature	Total Hours Worked
01/22/12	Sunday							
01/23/12	Monday							
01/24/12	Tuesday							
01/25/12	Wednesday							
01/26/12	Thursday							
01/27/12	Friday							
01/28/12	Saturday							

TOTAL BI-WEEKLY HOURS

Entries verified and approved by: Signature Of Supervisor_____

Print name of Supervisor: Maria Pichardo Title: AO Coordinator Date:_____

**Baruch College - State Payroll Division
Continuing Studies Bi-Weekly Timesheets
Pay Period 24**

Due Date: Tuesday, February 14, 2012

Please complete **ALL** required fields below and include your signature for each class, in ink. Incomplete timesheets cannot be processed. Timesheets are due in the CAPS office **no later than** 3 pm, Tues., February 14, 2012. Paychecks will be issued on Thur., March 8, 2012. **Fax timesheets to Faculty Services at 646-312-5132.**

Name of Employee:_____

Pay Rate: _____

Last 4-digits of Social Security Number:_____

Date	Day	Course/Section	Time In AM	Lunch Out	Time In PM	Time Out	Employee Signature	Total Hours Worked
01/29/12	Sunday							
01/30/12	Monday							
01/31/12	Tuesday							
02/01/12	Wednesday							
02/02/12	Thursday							
02/03/12	Friday							
02/04/12	Saturday							

Date	Day	Course/Section	Time In AM	Lunch Out	Time In PM	Time Out	Employee Signature	Total Hours Worked
02/05/12	Sunday							
02/06/12	Monday							
02/07/12	Tuesday							
02/08/12	Wednesday							
02/09/12	Thursday							
02/10/12	Friday							

02/11/12	Saturday							
								TOTAL BI-WEEKLY HOURS

Entries verified and approved by: Signature Of Supervisor_____

Print name of Supervisor: Maria Pichardo Title: AO Coordinator Date:_____

**Baruch College - State Payroll Division
Continuing Studies Bi-Weekly Timesheets
Pay Period 25**

Due Date: Tuesday, February 28, 2012

Please complete **ALL** required fields below and include your signature for each class, in ink. Incomplete timesheets cannot be processed. Timesheets are due in the CAPS office **no later than** 3 pm, Tues., February 28, 2012. Paychecks will be issued on Thur., March 22, 2012. **Fax timesheets to Faculty Services at 646-312-5132.**

Name of Employee:_____

Pay Rate: _____

Last 4-digits of Social Security Number:_____

Date	Day	Course/Section	Time In AM	Lunch Out	Time In PM	Time Out	Employee Signature	Total Hours Worked
02/12/12	Sunday						Lincoln's Birthday	
02/13/12	Monday						Lincoln's Birthday Observed - College Closed	
02/14/12	Tuesday							
02/15/12	Wednesday							
02/16/12	Thursday							
02/17/12	Friday							
02/18/12	Saturday							

Date	Day	Course/Section	Time In AM	Lunch Out	Time In PM	Time Out	Employee Signature	Total Hours Worked
02/19/12	Sunday							
02/20/12	Monday						President's Day - College Closed	
02/21/12	Tuesday							
02/22/12	Wednesday							
02/23/12	Thursday							

02/24/12	Friday							
02/25/12	Saturday							
								TOTAL BI-WEEKLY HOURS

Entries verified and approved by: Signature Of Supervisor _____

Print name of Supervisor: Maria Pichardo Title: AO Coordinator Date: _____

**Baruch College - State Payroll Division
Continuing Studies Bi-Weekly Timesheets
Pay Period 26**

Due Date: Tuesday, March 13, 2012

Please complete **ALL** required fields below and include your signature for each class, in ink. Incomplete timesheets cannot be processed. Timesheets are due in the CAPS office **no later than** 3 pm, Tues., March 13, 2012. Paychecks will be issued on Thur., April 5, 2012. **Fax timesheets to Faculty Services at 646-312-5132.**

Name of Employee: _____

Pay Rate: _____

Last 4-digits of Social Security Number: _____

Date	Day	Course/Section	Time In AM	Lunch Out	Time In PM	Time Out	Employee Signature	Total Hours Worked
02/26/12	Sunday							
02/27/12	Monday							
02/28/12	Tuesday							
02/29/12	Wednesday							
03/01/12	Thursday							
03/02/12	Friday							
03/03/12	Saturday							

Date	Day	Course/Section	Time In AM	Lunch Out	Time In PM	Time Out	Employee Signature	Total Hours Worked
03/04/12	Sunday							
03/05/12	Monday							
03/06/12	Tuesday							
03/07/12	Wednesday							

03/08/12	Thursday							
03/09/12	Friday							
03/10/12	Saturday							
TOTAL BI-WEEKLY HOURS								

Entries verified and approved by: Signature Of Supervisor_____

Print name of Supervisor: **Maria Pichardo** Title: **AO Coordinator** Date: _____