

Due Date: Wednesday, June 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** 3 pm, Wed., June 22, 2011.
Paychecks will be issued on Thurs., July 14, 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
06/12/11	Sunday							
06/13/11	Monday							
06/14/11	Tuesday							
06/15/11	Wednesday							
06/16/11	Thursday							
06/17/11	Friday							
06/18/11	Saturday							

Date	Day	Course/Section	Time In AM	Lunch Out	Time In PM	Time Out	Employee Signature	Total Hours Worked
06/19/11	Sunday							
06/20/11	Monday							
06/21/11	Tuesday							
06/22/11	Wednesday*							
06/23/11	Thursday							
06/24/11	Friday							
06/25/11	Saturday							
TOTAL BI-WEEKLY HOURS								

* Indicates due date of timesheet.

Entries verified and approved by: Signature Of Supervisor _____

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