

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., Tuesday, July 05, 2011. Paycheck will be issued Thursday, July 28, 2011***

Name of Employee _____ Social Security _____

PRINT

Pay Rate _____ Department _____

Fiscal Year 2011-2012	Day	Time In Am	Lunch Out	Time In Pm	Supper Out/In	Time Out	Do Not Use	Employee's 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	
07/02/11	Saturday								

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

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., Tuesday, July 19, 2011. Paycheck will be issued Thursday, August 11, 2011.***

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
07/03/11	Sunday								
07/04/11	Monday							Observed Independence Day - College Closed	
07/05/11	Tuesday								
07/06/11	Wednesday								
07/07/11	Thursday								
07/08/11	Friday								
07/09/11	Saturday								
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	
07/16/11	Saturday								
						S/D		INCLUDE ALL (A/L-S/L)HOURS	
								Total bi-weekly hours	

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., Tuesday, August 2, 2011. Paycheck will be issued Thursday, August 25, 2011***

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	
07/17/11	Sunday									
07/18/11	Monday									
07/19/11	Tuesday									
07/20/11	Wednesday									
07/21/11	Thursday									
07/22/11	Friday							College Closed - Summer		
07/23/11	Saturday									
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		
07/30/11	Saturday									
							S/D		INCLUDE ALL (A/L-S/L)HOURS	
									Total bi-weekly hours	

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., Tuesday, August 16, 2011. Paycheck will be issued Thursday, September 08, 2011.*

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
07/31/11	Sunday								
08/01/11	Monday								
08/02/11	Tuesday								
08/03/11	Wednesday								
08/04/11	Thursday								
08/05/11	Friday							College Closed - Summer	
08/06/11	Saturday								

08/07/11	Sunday								
08/08/11	Monday								
08/09/11	Tuesday								
08/10/11	Wednesday								
08/11/11	Thursday								
08/12/11	Friday							College Closed - Summer	
08/13/11	Saturday								

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

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., Tuesday, August 30, 2011. Paycheck will be issued Thursday, September 22, 2011.***

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
08/14/11	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								
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								
						S/D		INCLUDE ALL (A/L-S/L)HOURS	
								Total bi-weekly hours	

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., Tuesday, September 13, 2011. Paycheck will be issued Thursday, October 06, 2011.***

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
08/28/11	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								

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

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., Tuesday, September 27, 2011. Paycheck will be issued Thursday, October 20, 2011.***

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
09/11/11	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								
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								
S/D								INCLUDE ALL (A/L-S/L)HOURS	
								Total bi-weekly hours	

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., Tuesday, October 11, 2011. Paycheck will be issued Thursday, November 03, 2011.***

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
09/25/11	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								
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								
							S/D	INCLUDE ALL (A/L-S/L)HOURS	
								Total bi-weekly hours	

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., Tuesday, October 25, 2011. Paycheck will be issued Thursday, November 17, 2011*

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
10/09/11	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								
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								
							S/D		
									INCLUDE ALL (A/L-S/L) HOURS
									Total bi-weekly hours

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., Tuesday, November 08, 2011. Paycheck will be issued Thursday, December 01, 2011.**

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
10/23/11	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								
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								
S/D								INCLUDE ALL (A/L-S/L)HOURS	
								Total bi-weekly hours	

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., Tuesday, November 22, 2011. Paycheck will be issued Thursday, December 15, 2011*

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
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								

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								

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

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., Tuesday, December 06, 2011. Paycheck will be issued Thursday, December 29, 2011.***

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
11/20/2011	Sunday								
11/21/2011	Monday								
11/22/2011	Tuesday								
11/23/2011	Wednesday								
11/24/2011	Thursday							<i>Thanksgiving Day - College Closed</i>	
11/25/2011	Friday							<i>Thanksgiving Day - College Closed</i>	
11/26/2011	Saturday								
11/27/2011	Sunday								
11/28/2011	Monday								
11/29/2011	Tuesday								
11/30/2011	Wednesday								
12/1/2011	Thursday								
12/2/2011	Friday								
12/3/2011	Saturday								
						S/D		INCLUDE ALL (A/L-S/L) HOURS	
								Total bi-weekly hours	

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., Tuesday, December 20, 2011. Paycheck will be issued Thursday, January 12, 2012*

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
12/4/2011	Sunday								
12/5/2011	Monday								
12/6/2011	Tuesday								
12/7/2011	Wednesday								
12/8/2011	Thursday								
12/9/2011	Friday								
12/10/2011	Saturday								
12/11/2011	Sunday								
12/12/2011	Monday								
12/13/2011	Tuesday								
12/14/2011	Wednesday								
12/15/2011	Thursday								
12/16/2011	Friday								
12/17/2011	Saturday								
							S/D		
								INCLUDE ALL (A/L-S/L)HOURS	
								Total bi-weekly hours	

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., Tuesday, January 03, 2012. Paycheck will be issued Thursday, January 26, 2012.*

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
12/18/2011	Sunday								
12/19/2011	Monday								
12/20/2011	Tuesday								
12/21/2011	Wednesday								
12/22/2011	Thursday								
12/23/2011	Friday							Christmas Eve - College Closed	
12/24/2011	Saturday								
12/25/2011	Sunday								
12/26/2011	Monday							Christmas Day - College Closed	
12/27/2011	Tuesday								
12/28/2011	Wednesday								
12/29/2011	Thursday							New Year's Holiday - College Closed	
12/30/2011	Friday							New Year's Eve - College Closed	
12/31/2011	Saturday								
							S/D	INCLUDE ALL (A/L-S/L)HOURS	
								Total bi-weekly hours	

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., Tuesday, January 17, 2012. Paycheck will be issued Thursday, February 09, 2012*

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
1/1/2012	Sunday								
1/2/2012	Monday								
1/3/2012	Tuesday								
1/4/2012	Wednesday								
1/5/2012	Thursday								
1/6/2012	Friday								
1/7/2012	Saturday								
1/8/2012	Sunday								
1/9/2012	Monday								
1/10/2012	Tuesday								
1/11/2012	Wednesday								
1/12/2012	Thursday								
1/13/2012	Friday								
1/14/2012	Saturday								
S/D								INCLUDE ALL (A/L-S/L)HOURS	
								Total bi-weekly hours	

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., Tuesday, January 31, 2012. Paycheck will be issued Thursday, February 23, 2012.*

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
1/15/2012	Sunday								
1/16/2012	Monday							Martin Luther King, Jr. Holiday - College Closed	
1/17/2012	Tuesday								
1/18/2012	Wednesday								
1/19/2012	Thursday								
1/20/2012	Friday								
1/21/2012	Saturday								
1/22/2012	Sunday								
1/23/2012	Monday								
1/24/2012	Tuesday								
1/25/2012	Wednesday								
1/26/2012	Thursday								
1/27/2012	Friday								
1/28/2012	Saturday								
							S/D	INCLUDE ALL (A/L-S/L)HOURS	
								Total bi-weekly hours	

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., Tuesday, February 14, 2012. Paycheck will be issued Thursday, March 08, 2012*

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
1/29/2012	Sunday								
1/30/2012	Monday								
1/31/2012	Tuesday								
2/1/2012	Wednesday								
2/2/2012	Thursday								
2/3/2012	Friday								
2/4/2012	Saturday								
2/5/2012	Sunday								
2/6/2012	Monday								
2/7/2012	Tuesday								
2/8/2012	Wednesday								
2/9/2012	Thursday								
2/10/2012	Friday								
2/11/2012	Saturday								
S/D								INCLUDE ALL (A/L-S/L)HOURS	
								Total bi-weekly hours	

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., Tuesday, February 28, 2012. Paycheck will be issued Thursday, March 22, 2012.*

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
2/12/2012	Sunday								
2/13/2012	Monday							Lincolns Birthday - College Closed	
2/14/2012	Tuesday								
2/15/2012	Wednesday								
2/16/2012	Thursday								
2/17/2012	Friday								
2/18/2012	Saturday								
2/19/2012	Sunday								
2/20/2012	Monday							Presidents Day - College Closed	
2/21/2012	Tuesday								
2/22/2012	Wednesday								
2/23/2012	Thursday								
2/24/2012	Friday								
2/25/2012	Saturday								
S/D								INCLUDE ALL (A/L-S/L)HOURS	
								Total bi-weekly hours	

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., Tuesday March 13, 2012. Paycheck will be issued Thursday, April 05, 2012***

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
2/26/2012	Sunday								
2/27/2012	Monday								
2/28/2012	Tuesday								
2/29/2012	Wednesday								
3/1/2012	Thursday								
3/2/2012	Friday								
3/3/2012	Saturday								
3/4/2012	Sunday								
3/5/2012	Monday								
3/6/2012	Tuesday								
3/7/2012	Wednesday								
3/8/2012	Thursday								
3/9/2012	Friday								
3/10/2012	Saturday								
S/D								INCLUDE ALL (A/L-S/L)HOURS	
								Total bi-weekly hours	

Entries verified and approved by: Signature of Supervisor _____

Name of Supervisor _____ Title _____
PRINT

Date _____ Department Telephone # _____