

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., Thursday, June 23, 2011. Paycheck will be issued Thursday, July 14, 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
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								
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								
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 # _____