

**Due Date: Wednesday, July 8, 2009**

Please complete **ALL** required fields below, in ink. Incomplete timesheets cannot be processed. Timesheets are due in the CAPS office **no later than** 3 pm, Wed., July 8, 2009. **Paychecks will be issued on Thurs., July 30, 2009.** Be sure to place your signature for each class. **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
06/28/09	Sunday							
06/29/09	Monday							
06/30/09	Tuesday							
07/01/09	Wednesday							
07/02/09	Thursday							
<b>07/03/09</b>	<b>Friday</b>						College Closed in Observance of Independence Day	
<b>07/04/09</b>	<b>Saturday</b>						Independence Day - College Closed	

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

\* Indicates due date of timesheet.

Entries verified and approved by: Signature Of Supervisor \_\_\_\_\_

Print name of Supervisor: Maria Pichardo Title: AO Coordinator Date: \_\_\_\_\_

**Due Date: Wednesday, July 22, 2009**

Please complete **ALL** required fields below, in ink. Incomplete timesheets cannot be processed. Timesheets are due in the CAPS office **no later than** 3 pm, Wed., July 22, 2009. **Paychecks will be issued on Thurs., Aug. 13, 2009.** Be sure to place your signature for each class. **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
07/12/09	Sunday							
07/13/09	Monday							
07/14/09	Tuesday							
07/15/09	Wednesday							
07/16/09	Thursday							
07/17/09	Friday						College Closed - Summer Hrs.	
07/18/09	Saturday							

Date	Day	Course/Section	Time In AM	Lunch Out	Time In PM	Time Out	Employee Signature	Total Hours Worked
07/19/09	Sunday							
07/20/09	Monday							
07/21/09	Tuesday							
<b>07/22/09</b>	<b>Wednesday*</b>							
07/23/09	Thursday							
07/24/09	Friday						College Closed - Summer Hrs.	
07/25/09	Saturday							
<b>TOTAL BI-WEEKLY HOURS</b>								

\* Indicates due date of timesheet.

Entries verified and approved by: Signature Of Supervisor \_\_\_\_\_

Print name of Supervisor: Maria Pichardo Title: AO Coordinator Date: \_\_\_\_\_

**Due Date: Wednesday, August 5, 2009**

Please complete **ALL** required fields below, in ink. Incomplete timesheets cannot be processed. Timesheets are due in the CAPS office **no later than** 3 pm, Wed., Aug. 5, 2009. **Paychecks will be issued on Thurs., Aug. 27, 2009.** Be sure to place your signature for each class. **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
07/26/09	Sunday							
07/27/09	Monday							
07/28/09	Tuesday							
07/29/09	Wednesday							
07/30/09	Thursday							
07/31/09	Friday						College Closed - Summer Hrs.	
08/01/09	Saturday							

Date	Day	Course/Section	Time In AM	Lunch Out	Time In PM	Time Out	Employee Signature	Total Hours Worked
08/02/09	Sunday							
08/03/09	Monday							
08/04/09	Tuesday							
<b>08/05/09</b>	<b>Wednesday*</b>							
08/06/09	Thursday							
08/07/09	Friday							
08/08/09	Saturday							
<b>TOTAL BI-WEEKLY HOURS</b>								

\* Indicates due date of timesheet.

Entries verified and approved by: Signature Of Supervisor \_\_\_\_\_

Print name of Supervisor: Maria Pichardo Title: AO Coordinator Date: \_\_\_\_\_

**Due Date: Thursday, August 20, 2009.**

Please complete **ALL** required fields below, in ink. Incomplete timesheets cannot be processed. Timesheets are due in the CAPS office **no later than** 3 pm, Thur., Aug. 20, 2009. **Paychecks will be issued on Thurs., Sept. 10, 2009.** Be sure to place your signature for each class. **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
08/09/09	Sunday							
08/10/09	Monday							
08/11/09	Tuesday							
08/12/09	Wednesday							
08/13/09	Thursday							
08/14/09	Friday							
08/15/09	Saturday							

Date	Day	Course/Section	Time In AM	Lunch Out	Time In PM	Time Out	Employee Signature	Total Hours Worked
08/16/09	Sunday							
08/17/09	Monday							
08/18/09	Tuesday							
08/19/09	Wednesday							
<b>08/20/09</b>	<b>Thursday*</b>							
08/21/09	Friday							
08/22/09	Saturday							
<b>TOTAL BI-WEEKLY HOURS</b>								

\* Indicates due date of timesheet.

Entries verified and approved by: Signature Of Supervisor \_\_\_\_\_

Print name of Supervisor: Maria Pichardo Title: AO Coordinator Date: \_\_\_\_\_

**Due Date: Thursday, September 3, 2009.**

Please complete **ALL** required fields below, in ink. Incomplete timesheets cannot be processed. Timesheets are due in the CAPS office **no later than** 3 pm, Thurs., Sept. 3, 2009. **Paychecks will be issued on Thurs., Sept. 24, 2009.** Be sure to place your signature for each class. **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
08/23/09	Sunday							
08/24/09	Monday							
08/25/09	Tuesday							
08/26/09	Wednesday							
08/27/09	Thursday							
08/28/09	Friday							
08/29/09	Saturday							

Date	Day	Course/Section	Time In AM	Lunch Out	Time In PM	Time Out	Employee Signature	Total Hours Worked
08/30/09	Sunday							
08/31/09	Monday							
09/01/09	Tuesday							
09/02/09	Wednesday							
<b>09/03/09</b>	<b>Thursday*</b>							
09/04/09	Friday							
09/05/09	Saturday							
<b>TOTAL BI-WEEKLY HOURS</b>								

*\* Indicates due date of timesheet.*

Entries verified and approved by: Signature Of Supervisor \_\_\_\_\_

Print name of Supervisor: Maria Pichardo Title: AO Coordinator Date: \_\_\_\_\_

**Due Date: Thursday, September 17, 2009.**

Please complete **ALL** required fields below, in ink. Incomplete timesheets cannot be processed. Timesheets are due in the CAPS office **no later than** 3 pm, Thur., Sept. 17, 2009. **Paychecks will be issued on Thurs., Oct. 8, 2009.** Be sure to place your signature for each class. **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
09/06/09	Sunday							
<b>09/07/09</b>	<b>Monday</b>						Labor Day - College Closed	
09/08/09	Tuesday							
09/09/09	Wednesday							
09/10/09	Thursday							
09/11/09	Friday							
09/12/09	Saturday							

Date	Day	Course/Section	Time In AM	Lunch Out	Time In PM	Time Out	Employee Signature	Total Hours Worked
09/13/09	Sunday							
09/14/09	Monday							
09/15/09	Tuesday							
09/16/09	Wednesday							
<b>09/17/09</b>	<b>Thursday*</b>							
09/18/09	Friday							
09/19/09	Saturday							
<b>TOTAL BI-WEEKLY HOURS</b>								

*\* Indicates due date of timesheet.*

Entries verified and approved by: Signature Of Supervisor \_\_\_\_\_

Print name of Supervisor: Maria Pichardo Title: AO Coordinator Date: \_\_\_\_\_

**Due Date: Wednesday, September 30, 2009.**

Please complete **ALL** required fields below, in ink. Incomplete timesheets cannot be processed. Timesheets are due in the CAPS office **no later than** 3 pm, Wed., Sept. 30, 2009. **Paychecks will be issued on Thurs., Oct. 22, 2009.** Be sure to place your signature for each class. **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
09/20/09	Sunday							
09/21/09	Monday							
09/22/09	Tuesday							
09/23/09	Wednesday							
09/24/09	Thursday							
09/25/09	Friday							
09/26/09	Saturday							

Date	Day	Course/Section	Time In AM	Lunch Out	Time In PM	Time Out	Employee Signature	Total Hours Worked
09/27/09	Sunday							
09/28/09	Monday							
09/29/09	Tuesday							
<b>09/30/09</b>	<b>Wednesday*</b>							
10/01/09	Thursday							
10/02/09	Friday							
10/03/09	Saturday							
<b>TOTAL BI-WEEKLY HOURS</b>								

\* Indicates due date of timesheet.

Entries verified and approved by: Signature Of Supervisor \_\_\_\_\_

Print name of Supervisor: Maria Pichardo Title: AO Coordinator Date: \_\_\_\_\_

**Due Date: Thursday, October 15, 2009.**

Please complete **ALL** required fields below, in ink. Incomplete timesheets cannot be processed. Timesheets are due in the CAPS office **no later than** 3 pm, Thur., Oct. 15, 2009. **Paychecks will be issued on Thurs., Nov. 5, 2009.** Be sure to place your signature for each class. **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
10/04/09	Sunday							
10/05/09	Monday							
10/06/09	Tuesday							
10/07/09	Wednesday							
10/08/09	Thursday							
10/09/09	Friday							
10/10/09	Saturday							

Date	Day	Course/Section	Time In AM	Lunch Out	Time In PM	Time Out	Employee Signature	Total Hours Worked
10/11/09	Sunday							
<b>10/12/09</b>	<b>Monday</b>						<b>Columbus Day - College Closed</b>	
10/13/09	Tuesday							
10/14/09	Wednesday							
<b>10/15/09</b>	<b>Thursday*</b>							
10/16/09	Friday							
10/17/09	Saturday							
<b>TOTAL BI-WEEKLY HOURS</b>								

*\* Indicates due date of timesheet.*

Entries verified and approved by: Signature Of Supervisor \_\_\_\_\_

Print name of Supervisor: Maria Pichardo Title: AO Coordinator Date: \_\_\_\_\_

**Due Date: Wednesday, October 28, 2009.**

Please complete **ALL** required fields below, in ink. Incomplete timesheets cannot be processed. Timesheets are due in the CAPS office **no later than** 3 pm, Wed., Oct. 28, 2009. **Paychecks will be issued on Thurs., Nov. 19, 2009.** Be sure to place your signature for each class. **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
10/18/09	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							

Date	Day	Course/Section	Time In AM	Lunch Out	Time In PM	Time Out	Employee Signature	Total Hours Worked
10/25/09	Sunday							
10/26/09	Monday							
10/27/09	Tuesday							
<b>10/28/09</b>	<b>Wednesday*</b>							
10/29/09	Thursday							
10/30/09	Friday							
10/31/09	Saturday							
<b>TOTAL BI-WEEKLY HOURS</b>								

*\* Indicates due date of timesheet.*

Entries verified and approved by: Signature Of Supervisor \_\_\_\_\_

Print name of Supervisor: Maria Pichardo Title: AO Coordinator Date: \_\_\_\_\_

**Due Date: Wednesday, Nov. 11, 2009.**

Please complete **ALL** required fields below, in ink. Incomplete timesheets cannot be processed. Timesheets are due in the CAPS office **no later than** 3 pm, Wed., Nov. 11, 2009. **Paychecks will be issued on Thurs., Dec. 3, 2009.** Be sure to place your signature for each class. **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
11/01/09	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							

Date	Day	Course/Section	Time In AM	Lunch Out	Time In PM	Time Out	Employee Signature	Total Hours Worked
11/08/09	Sunday							
11/09/09	Monday							
11/10/09	Tuesday							
<b>11/11/09</b>	<b>Wednesday*</b>							
11/12/09	Thursday*							
11/13/09	Friday							
11/14/09	Saturday							
<b>TOTAL BI-WEEKLY HOURS</b>								

*\* Indicates due date of timesheet.*

Entries verified and approved by: Signature Of Supervisor \_\_\_\_\_

Print name of Supervisor:  Maria Pichardo  Title:  AO Coordinator  Date: \_\_\_\_\_

**Due Date: Thursday, May 28, 2009.**

Please complete **ALL** required fields below, in ink. Incomplete timesheets cannot be processed. Timesheets are due in the CAPS office **no later than** 3 pm, Wed., Nov. 25, 2009. **Paychecks will be issued on Thurs., Dec. 17, 2009.** Be sure to place your signature for each class. **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
11/15/09	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							

Date	Day	Course/Section	Time In AM	Lunch Out	Time In PM	Time Out	Employee Signature	Total Hours Worked
11/22/09	Sunday							
11/23/09	Monday							
11/24/09	Tuesday							
<b>11/25/09</b>	<b>Wednesday*</b>							
<b>11/26/09</b>	<b>Thursday</b>						Thanksgiving Holiday - College Closed	
<b>11/27/09</b>	<b>Friday</b>						Thanksgiving Holiday - College Closed	
11/28/09	Saturday							
<b>TOTAL BI-WEEKLY HOURS</b>								

\* Indicates due date of timesheet.

Entries verified and approved by: Signature Of Supervisor \_\_\_\_\_

Print name of Supervisor:  Maria Pichardo  Title:  AO Coordinator  Date: \_\_\_\_\_

**Due Date: Wednesday, December 9, 2009.**

Please complete **ALL** required fields below, in ink. Incomplete timesheets cannot be processed. Timesheets are due in the CAPS office **no later than** 3 pm, Wed., Dec. 9, 2009. **Paychecks will be issued on Thurs., Dec. 31, 2009.** Be sure to place your signature for each class. **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
11/29/09	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							

Date	Day	Course/Section	Time In AM	Lunch Out	Time In PM	Time Out	Employee Signature	Total Hours Worked
12/06/09	Sunday							
12/07/09	Monday							
12/08/09	Tuesday							
<b>12/09/09</b>	<b>Wednesday*</b>							
12/10/09	Thursday*							
12/11/09	Friday							
12/12/09	Saturday							
<b>TOTAL BI-WEEKLY HOURS</b>								

*\* Indicates due date of timesheet.*

Entries verified and approved by: Signature Of Supervisor \_\_\_\_\_

Print name of Supervisor:  Maria Pichardo  Title:  AO Coordinator  Date: \_\_\_\_\_

**Due Date: Wednesday, December 23, 2009**

Please complete **ALL** required fields below, in ink. Incomplete timesheets cannot be processed. Timesheets are due in the CAPS office **no later than** 3 pm, Wed., Dec. 23, 2009. **Paychecks will be issued on Thurs., Jan. 14, 2010.** Be sure to place your signature for each class. **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
12/13/09	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							

Date	Day	Course/Section	Time In AM	Lunch Out	Time In PM	Time Out	Employee Signature	Total Hours Worked
12/20/09	Sunday							
12/21/09	Monday							
12/22/09	Tuesday							
<b>12/23/09</b>	<b>Wednesday*</b>							
12/24/09	Thursday						Christmas - College Closed	
12/25/09	Friday						Christmas - College Closed	
12/26/09	Saturday							
<b>TOTAL BI-WEEKLY HOURS</b>								

\* Indicates due date of timesheet.

Entries verified and approved by: Signature Of Supervisor \_\_\_\_\_

Print name of Supervisor: Maria Pichardo Title: AO Coordinator Date: \_\_\_\_\_