

## RETROACTIVE PAYMENT TIMESHEET

Retroactive timesheets 4 or fewer pay periods late should be entered through e-Time

Employee Name \_\_\_\_\_ Project # \_\_\_\_\_

Employee ID# \_\_\_\_\_ Last 4 Digits of SS# \_\_\_\_\_

Job Title \_\_\_\_\_ Choose One: Salary \_\_\_\_\_ Hourly \_\_\_\_\_  
Biweekly Pay Rate Hourly Rate

Reason for Retroactivity \_\_\_\_\_

**College**

- |                                   |                                       |                                   |                                       |  |  |   |
|-----------------------------------|---------------------------------------|-----------------------------------|---------------------------------------|--|--|---|
| <input type="checkbox"/> ASRC     | <input type="checkbox"/> City         | <input type="checkbox"/> CUNY Law | <input type="checkbox"/> John Jay     | <input type="checkbox"/> Lehman                    | <input type="checkbox"/> Queens        | <input type="checkbox"/> Staten Island                  |
| <input type="checkbox"/> Baruch   | <input type="checkbox"/> CUNY 311     | <input type="checkbox"/> Graduate | <input type="checkbox"/> Journalism   | <input type="checkbox"/> Macaulay Honors           | <input type="checkbox"/> Queensborough | <input type="checkbox"/> York                           |
| <input type="checkbox"/> BMCC     | <input type="checkbox"/> CUNY CAT     | <input type="checkbox"/> Hostos   | <input type="checkbox"/> Kingsborough | <input type="checkbox"/> Medgar Evers              | <input type="checkbox"/> RFCO          | <input type="checkbox"/> School of Professional Studies |
| <input type="checkbox"/> Bronx    | <input type="checkbox"/> CUNY Central | <input type="checkbox"/> Hunter   | <input type="checkbox"/> LaGuardia    | <input type="checkbox"/> NYC College of Technology | <input type="checkbox"/> S&C Guttman   | <input type="checkbox"/> Public Health & Health Policy  |
| <input type="checkbox"/> Brooklyn |                                       |                                   |                                       |  |  |   |

For salaried employees, fill in a full day's hours for each full day worked. Hourly employees are not entitled to Holiday pay or pay for "other hours."

Total Hours to be Paid \_\_\_\_\_ Pay Period End Date \_\_\_\_\_

Day	Date	Regular Hours	Over-Time	Annual	Sick Leave S=Self, F=Family Member	Unscheduled Holiday	Other Hours Use codes	Comments
Monday					<input type="checkbox"/> S <input type="checkbox"/> F			
Tuesday					<input type="checkbox"/> S <input type="checkbox"/> F			
Wednesday					<input type="checkbox"/> S <input type="checkbox"/> F			
Thursday					<input type="checkbox"/> S <input type="checkbox"/> F			
Friday					<input type="checkbox"/> S <input type="checkbox"/> F			
Saturday					<input type="checkbox"/> S <input type="checkbox"/> F			
Sunday					<input type="checkbox"/> S <input type="checkbox"/> F			
Monday					<input type="checkbox"/> S <input type="checkbox"/> F			
Tuesday					<input type="checkbox"/> S <input type="checkbox"/> F			
Wednesday					<input type="checkbox"/> S <input type="checkbox"/> F			
Thursday					<input type="checkbox"/> S <input type="checkbox"/> F			
Friday					<input type="checkbox"/> S <input type="checkbox"/> F			
Saturday					<input type="checkbox"/> S <input type="checkbox"/> F			
Sunday					<input type="checkbox"/> S <input type="checkbox"/> F			
Totals					<input type="checkbox"/> S <input type="checkbox"/> F			

Codes for "other hours" H=Holiday, J=Jury, C=Court Subpoena, B=Bereavement, Q=Health Quarantine

Select one, I am paid by  Check  Direct Deposit  E-Fund

I certify that the above recorded hours are accurate \_\_\_\_\_  
Employee's Signature Date

**Project Director's Certification**

I certify that this timesheet is accurate \_\_\_\_\_  
Authorized Signature Print Name Date

Telephone # \_\_\_\_\_ Email \_\_\_\_\_

RF Use Only  
Check # \_\_\_\_\_ Created By \_\_\_\_\_ Date \_\_\_\_\_