

College of Staten Island – City University of New York Modified Timesheet Submission Policy

As the College transitions to distant learning and telecommuting, we are adjusting payroll processes and policies to accommodate these new business practices. Beginning this week, we are implementing electronic submissions for all timesheets relating to Part-Time employees.

We encourage all part-time employees to continue using the standard timesheet. If you are able to, please download, complete, sign and email the timesheet to your supervisor for approval.

HR Timesheets: <https://www.csi.cuny.edu/faculty-staff/human-resources/benefits-payroll>

If you are unable to access the online timesheet, you may send an email detailing the time you worked for the applicable time period and submit it to your supervisor for review and approval. During this time, your email to your supervisor will serve as your signature on your timesheet.

Supervisors should review employee submitted timesheets for accuracy and time worked. Supervisors may:

- 1) Sign their employee timesheets as in normal course of business and scan them; or
- 2) Indicate their approval in writing in the body of the email that is submitted to the below email address.

Approved timesheets should be forwarded to one of the email addresses below based on the part-time position type:

- **Non-Teaching Adjunct/College Lab Tech/Continuing Education Teacher:**
 - Email: NTA-CLT-Timesheets@csi.cuny.edu
- **College Assistants –**
 - Email: CA-Timesheets@csi.cuny.edu

Please include the pay period number and the employee name in the subject of the email. Any timesheet that is neither signed nor approved via written documentation in the body of the email, will not be processed.

Please direct any timesheet related questions and concerns to Sherry.Heller@csi.cuny.edu, Heather.Blalock@csi.cuny.edu or Yolanda.Gonzalez@csi.cuny.edu.