

# COLLEGE OF STATEN ISLAND/CUNY

## OFFICE OF BUSINESS

### ADJUNCT CLT TIME SHEET

RETURN COMPLETED TIME SHEETS TO THE BUSINESS OFFICE 3A - 201

NAME: Feng Chen  
(Print or Type)

LAST 4 OF SS:

3	1	7	2
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DEPARTMENT: Computer Science

PAYROLL TITLE: Adjunct CLT

HOURLY RATE: \_\_\_\_\_

For 2-week period, Sunday 04-30-2023 through Saturday 05-13-2023

PAYROLL PERIOD: 5 PAY DATE: 06-01-2023

	Month	Day	Time In	Meal Time*		Time Out	Hours Worked**	Sick Leave***	Comments
				Out	In				
Sun.	04	30					0		
Mon.	05	01	8:55 AM			11:25 AM	2.5		
Tues.	05	02	11:00 AM			12:00 PM	1		
Wed.	05	03					0		
Thurs.	05	04					0		
Fri.	05	05					0		
Sat.	05	06					0		
Week 1 Total							3.5		
Sun.	05	07					0		
Mon.	05	08					0		
Tues.	05	09					0		
Wed.	05	10					0		
Thurs.	05	11					0		
Fri.	05	12					0		
Sat.	05	13					0		
Week 2 Total							0		
Total							3.5		

\*No employees are permitted to work more than 5 consecutive hours without taking a minimum of 1/2 hour unpaid break

\*\* To nearest quarter hour

\*\*\* Excused sick leave is for a period of the total number of clock hours in a particular session or semester.

I CERTIFY THAT THESE HOURS HAVE BEEN WORKED AND THAT ALL COMPUTATIONS ARE CORRECT AND THAT THERE ARE SUFFICIENT FUNDS IN MY ALLOCATION TO PAY FOR THIS EXPENDITURE

EMPLOYEE SIGNATURE

*Feng Chen*

DEPARTMENT HEAD SIGNATURE

ALTERNATE DESIGNEE SIGNATURE

FOR PAYROLL USE ONLY
PAY PERIOD
PAY DATE
WEEK 1 HOURS
WEEK 2 HOURS
RATE
AMOUNT PAID