COLLEGE ASSISTANT/STUDENT AIDE
EMPLOYEE TIME SHEET
BROOKLYN COLLEGE
PAYROLL OFFICE

TO BE COMPLETED BY SUPERVISOR		
CA☐	SA☐	APPOINTED HOURS:
DEPT#:	885-01	TOTAL HOURS USED TO DATE:
RATE $	$19.12	BALANCE HOURS:

PAYROLL PERIOD: 23: 12/28 - 01/10

LAST NAME Auguste **FIRST NAME** Amara

EMPL ID# _____ **DEPARTMENT** Learning Center

No.	Day	Date	Time In	Meal Period	Time Out	#Hours Worked	Sick Hours	Annual Hours	Total	Shift Hours	Signature
1	SUN	12/28									
2	MON	12/29	10AM		12PM	2			2		
3	TUES	12/30	2PM		6PM	4			4		
4	WED	12/31									
5	THURS	01/01									
6	FRI	01/02									
7	SAT	01/03									
WEEK SUB-TOTAL						6			6		
8	SUN	01/04									
9	MON	01/05	10AM		12PM	2			2		
10	TUES	01/06	2PM		6PM	4			4		
11	WED	01/07	10AM		12PM	2			2		
12	THURS	01/08	2PM		6PM	4			4		
13	FRI	01/09									
14	SAT	01/10									
WEEK SUB-TOTAL						12			12		
TOTAL HOURS						18			18		

I certify that the hours above have been worked. Sick and/or annual leave hours have to be taken as indicated. All computations are correct and there are sufficient funds in my allocation to pay this expenditure.

_____	5821	_____
Prepared by	**Department's Extension**	**Chairperson/Authorized Representative**