NYC HEALTH+ HOSPITALS

ELECTRONIC TIMESHEET

- 1. All Group 11, Group 12, part-time and hourly employees must complete and submit their Timesheets on their last work day of the week.
- 2. All employees must follow the usual timesheet rules, codes, and procedures when recording all of the information to be submitted for approval.
- 3. Approvers must finalize and submit all timesheets to Payroll by end of day Monday.

REQUIRED FIELDS APPEAR IN RED

FACILITY NAME: LAST, FIRST NAME: WEEK#: FROM: TO			DIST. CC	DDE: EKLY HOURS:	DEPT.:		
DATE	IN	OUT	CODE	REIMB.CODE	CODE LIST:		
SUN.					01. DAY OFF/EXCUSED TIME 02. ANNUAL LEAVE 03. SICK LEAVE 04. COMP TIME USED (GROU 05. JURY DUTY 06. ABSENT WITHOUT PAY		35. MILITARY LEAVE 36. TERMINAL LEAVE/SEPARATION 37. UNEXCUSED LATENESS 38. FFCRA (MetroPlus Only) 40. HOLIDAY ALL PAY (GROUP 12) 41. HOLIDAY ALL COMP (GROUP 12)
MON.					07. EDUCATION 08. DEATH IN FAMILY 09. ADMIN LEAVE (GROUP 1 10. AWS TIME (GROUP 11) 11. SUMMER/HEAT HRS USEI 12. SUMMER SHORTENED W SCHEDULE (GROUP 12)	D (GROUP 12)	 42. HOLIDAY PREMIUM PAY (GROUP 12 43. ADDITIONAL TOUR (GROUP 12) 44. INCLUDES MEAL TIME 45. ADVANCED ANNUAL LEAVE 46. ON CALL 47. SUSPENSION WITH PAY 48. MEAL TIME 60 MIN (GROUP 12)
TUE.					 SHIFT CHANGE MEAL TIME NO LUNCH (C MEAL TIME 30 MIN (GRO OFF-SITE WORK INFECTION CONTROL SUSPENSION W/O PAY (C HOLIDAY PAY FOR PASS 	UP 12) GROUP 12)	49. UNSCHEDULED ANNUAL LEAVE 50. UNSCHEDULED SICK LEAVE 51. WTC INITIAL MEDICAL EVALUATION 52. TELECOMMUTING 53. CANCER SCREENINGS 54. TOUR 1 55. FMLA LEAVE
WED.					20. 3.4 ADV SICK LEAVE 21. 3.5 EXT SICK LEAVE 22. WORK COMP W/PAY 7.1 23. WORK COMP OPTION 2 24. WORK COMP OPTION 1 25. WORK COMP 7.2A 26. WORK COMP 7.2B		56. INTERMITTENT FMLA 57. FAMILY SICK LEAVE 58. PRECEPTOR (RN) 59. NURSE IN CHARGE 60. FLOATING HOLIDAY PAY (MCMEA) 61. MD HAZARD PAY 62. MILITARY - EXTENDED BENEFIT
THU.					27. HOLIDAY 28. COMP TIME EARNED (GR 29. OVERTIME (GROUP 12) 30. MVA (MOTOR VEH OPER) 31. MVO (MOTOR VEH OPER) 32. RESPONSIBILITY PAY)	63. FLOATING HOLIDAY USED 64. PERSONAL LEAVE (NURSES) 65. REASONABLE ACCOMMODATION 66. PARENTAL LEAVE (GROUP 11) 67. CONTINUOUS PFL 68. INTERMITTENT PFL
FRI.					33. STAND-B Y (GROUP 12) 34. RECALL/CALL-IN (GROUF	° 12)	73. PFL USING ACCRUED LEAVE TIME 77. VOTING TIME
SAT.					Employee's Signa	ture	Date