NYC HEALTH+ HOSPITALS

ELECTRONIC TIMESHEET

- 1. All Group 11, Group 12, part-time and hourly employees must complete and submit their Timesheets on threir 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:						TKID#:	
FROM	START TIME	TO: END TIME		KLY HOURS:	_	GROUP CO	DDE:
DATE	IN	OUT	CODE	REIMB.CODE		CODE	_IST:
SUN.					01. DAY OFF/EXCUSED TIME 02. ANNUAL LEAVE 03. SICK LEAVE 04. COMP TIME USED (GROUP 05. JURY DUTY 06. ABSENT WITHOUT PAY	· 12)	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 11) 10. AWS TIME (GROUP 11) 11. SUMMER/HEAT HRS USED 12. SUMMER SHORTENED WO SCHEDULE (GROUP 12)	(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.					13. SHIFT CHANGE 14. MEAL TIME NO LUNCH (GI 15. MEAL TIME 30 MIN (GROU 16. OFF-SITE WORK 17. INFECTION CONTROL 18. SUSPENSION W/O PAY (GI 19. HOLIDAY PAY FOR PASS D	ROUP 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	,	56. INTERMITTENT FMLA 57. FAMILY SICK LEAVE 58. PRECEPTOR (RN) 59. NURSE IN CHARGE 60. FLOATING HOLIDAY PAY (MCMEA) 61. MD HAZARD PAY
THU.					26. WORK COMP 7.2B 27. HOLIDAY 28. COMP TIME EARNED (GRO 29. OVERTIME (GROUP 12) 30. MVA (MOTOR VEH OPER) 31. MVO (MOTOR VEH OPER) 32. RESPONSIBILITY PAY	OUP 12)	62. MILITARY - EXTENDED BENEFIT 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 (GROUP	12)	73. PFL USING ACCRUED LEAVE TIME 77. VOTING TIME
SAT.					Employee's Signat	ture	Date

Approver's Signature

Date