

**Part Time Variable-hours Officer – Record of Time Worked**

Employee Name: \_\_\_\_\_

Employee ID: \_\_\_\_\_

Department/Administrative Unit: \_\_\_\_\_

Total Hours Worked: \_\_\_\_\_

Week 1		
Period Covered		to
Total Hours	Notes/Comments	
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		

Week 2		
Period Covered		to
Total Hours	Notes/Comments	
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		

Total Hours Worked\*: \_\_\_\_\_

Total Hours Worked\*: \_\_\_\_\_

Employee Signature and Date: \_\_\_\_\_

Supervisor/Administrator Signature and Date \_\_\_\_\_

**Summary of NYC Sick Leave (To Be Completed by Supervisor, Departmental Administrator or HR Manager)**

	Prior Balance	PLUS Additional Time Earned (If Any)	MINUS Total Used	New Balance (As of the End of the Current Bi-weekly Pay Cycle)
NYC Sick Leave (Fiscal Year)				

**Instructions:**

Variable-hours Officers are part-time employees and are paid on the **bi-weekly payroll**, not the semi-monthly payroll.

This form must be completed for each Variable-hours Officer, signed by the employee and submitted to the employee's supervisor at the close of each **two week period**, where it is signed by the supervisor. The hours must be entered into FFE for the employee. For the payroll calendar, please go to: <http://finance.columbia.edu/controller/payroll/index.html>.

**\*Please Note: Variable-hours Officers are limited to no more than 999 hours in 12 months from the anniversary hire date (i.e., on average less than 20 hours per week).**

**Please Note:**

Completion of time sheets is a legal requirement of the Fair Labor Standards Act and a negotiated contractual requirement.

Columbia University complies with the New York City Earned Sick Time Act by providing eligible faculty and staff the ability to accrue up to a maximum of 40 hours per fiscal year in paid sick time, which can be used for illness or preventative care of one's self or one's family members (defined under the Act to mean the employee's child, spouse, domestic partner, parent, sibling (including a half sibling, step sibling, or sibling related through adoption), grandchild, grandparent, or the child or parent of an employee's spouse or domestic partner).

Variable hour officers are eligible for paid sick leave at a rate of 1 hour for every 30 hours worked, up to a maximum of 40 hours in a year. This time must be taken in 1-hour increments.

For more information on the NYC Sick Leave, please see the New York City Earned Sick Time Act Policy in the Administrative Policy Library at <http://policylibrary.columbia.edu/new-york-city-earned-sick-time-act>.