

KLC College Assistant Timesheet Tutorial - Transcript

Hello and welcome.

This tutorial will guide you step by step on how to complete your weekly College Assistant timesheet for the Kingsborough Learning Center. Please follow along carefully to ensure your timesheet is completed accurately and submitted on time.

All weekly timesheets must be submitted every Monday before noon. Submitting your timesheet late or incorrectly may delay your payment. It is very important that all entries are accurate and complete.

Because accuracy and timely submission are essential, it is important to understand how to properly complete your timesheet.

Overview of the Timesheet

This is the College Assistant timesheet used at the Kingsborough Learning Center. You will complete this form every week to report your work hours.

Now that you have seen how the timesheet is structured, let's walk through a complete example together. We will use John Doe as a sample tutor to demonstrate how to properly complete the timesheet step by step. For this tutorial, you may think of yourself as John Doe.

Employee Information Section

Let's begin with the employee information section.

- Enter your CUNY first Employee ID (EMPLID)
- Enter your full name exactly as it appears in official records
- Enter your reference number

You can find your reference number on your first paycheck. If needed, it can also be obtained from the Human Resources Office. Please follow your supervisor's instructions regarding this.

Time Reporting Period

Next, complete the time reporting period section.

- Enter the Sunday date of the week in the first date field
- The remaining dates will automatically populate
- Enter your department as Kingsborough Learning Center

Entering Daily Work Hours

For each day, record the following:

- Time In
- Lunch Out
- Lunch In
- Time Out

Definitions:

- Time In: When your tutoring session begins
- Lunch Out: When your break starts
- Lunch In: When your break ends
- Time Out: When your final tutoring session ends

Calculating Daily Hours (Example)

Let's calculate the total hours worked for a full day.

Example: Monday

- Time In: 9:10 AM
- Lunch Out: 1:50 PM
- Lunch In: 2:50 PM
- Time Out: 6:00 PM

First, calculate the time worked before the break:

9:10 AM to 1:50 PM = 4 hours and 40 minutes

Next, calculate the time worked after the break:

2:50 PM to 6:00 PM = 3 hours and 10 minutes

Add both periods together:

4 hours 40 minutes + 3 hours 10 minutes = 7 hours 50 minutes

Break time is unpaid and must not be included.

Now convert 50 minutes into decimal form:

$50 \div 60 = 0.83$

Add this to 7 hours:

Total for Monday = 7.83 hours

Weekly Hours Example

The same process is used for the remaining days:

- Tuesday and Thursday: 6.67 hours each
- Wednesday: 7.83 sick hours recorded

Once all daily hours are entered, the total weekly hours are calculated automatically. In this example, the weekly total is 29.00 hours.

Final Review and Submission

Once all sections are completed:

- Review your timesheet carefully for accuracy
- Sign and date the form in the employee signature section
- Your signature confirms that all reported hours are correct

Submit your completed timesheet every Monday before noon.

You may submit your timesheet:

- In person to your supervisor
- Or by email, which is preferred

When submitting by email, be sure to copy the KLC College Assistant timekeeper. Your supervisor will inform you who the current timekeeper is during your orientation.

As a best practice, complete and submit your timesheet after your final session each week to ensure timely submission.

Important Reminders

- Completing and submitting your timesheet on time is part of your job responsibilities
- Sick hours must be available before use
- Annual leave requires prior approval from your supervisor

If you have any questions or concerns, please contact your supervisor or the Human Resources Office at 718-368-5436.

Closing

Thank you for completing this tutorial.

You have now learned how to accurately complete your weekly College Assistant timesheet.

We appreciate the important work you do in supporting our students and wish you continued success in your role.