Clear Form

New York University
Payroll Department

TIME SHEET
Researchers (103)
Part Time Researchers (113)

Instructions:

1. **Fill in total number of hours worked each day.**
2. **Indicate if paid time off as follows:**
   Vacation = V
   Sick = S
   Personal = P
   Original signed time sheet should be scanned and e-mailed to WashSqPayroll@nyu.edu
   Or hand delivered to: Payroll Department
   726 Broadway, 9th floor
3. **Please follow the biweekly payroll deadline schedule which is located on the Payroll Department website (http://www.nyu.edu/financial.services/cdv/p)**

Employee ID No (1–9)

Employee Name (last, first, M)

School/Division (where work is performed)

Department/Section

TX

Pay Period End Date (10–11 / 12–17)

CHARTFIELD

ACCOUNT	FUND	ORGANIZATION	PROGRAM	PROJECT

(25–46)

	Mon	Tues	Wed	Thur	Fri	Sat	Sun	Total Hours Per Week
Week 1								
Week 2								

Hourly Rate	Gross Pay	Total Hours for Pay Period
	$0.00	0

Employee Signature _____ Date _____

Approver's Name (please print) _____ Approver's Signature _____ Date _____