



**DUAL EMPLOYMENT TIME SHEET**

**INSTRUCTIONS:**

- Use this form to record additional and/or overtime hours worked by code 104/114/106/116/107/117 University employees:
  - in another department
  - in their current job if the hourly rate for the 'second' job (which may include overtime hours) is different from the hourly rate of their regular job
  - in their current job if the account number to be charged for the overtime work is different from the account number for their regular job
 Note: Do not use this form for students, casuals, or temporary agency employees.
- Prepare and forward original form to the Office of Records and Information Services, 7 East 12<sup>th</sup> Street, Room 221. Retain a copy for your records.
- Payment of wages will be made in accordance with the Payroll Deadline Calendar issued monthly. If a deadline is missed, payment will be made on the next regularly scheduled payroll for the employee.
- Additional Dual Employment Timesheets and the Payroll Deadline Calendar may be printed from Human Resources web site: <http://www.nyu.edu/hr>.

Employee's name \_\_\_\_\_

Bi-Weekly

Weekly

I.D.#: \_\_\_\_\_

Payroll Period \_\_\_\_\_  
From \_\_\_\_\_ To \_\_\_\_\_

School/Division for this job \_\_\_\_\_

Department/Section for this job \_\_\_\_\_

Hourly Rate For This Job:  
 current hourly rate or  special hourly rate \$

ACCOUNT	FUND	ORGANIZATION	PROGRAM	PROJECT

INDICATE ONLY HOURS WORKED AT THIS JOB									
Date		Day of Week	Morning		Afternoon		Evening		Total Worked For Day
Month	Day		Arrival Time	Departure Time	Arrival Time	Departure Time	Arrival Time	Departure Time	
		Monday							
		Tuesday							
		Wednesday							
		Thursday							
		Friday							
		Saturday							
		Sunday							
Total Hours Worked For Week at This Job									

INDICATE ONLY HOURS WORKED AT THIS JOB									
Date		Day of Week	Morning		Afternoon		Evening		Total Worked For Day
Month	Day		Arrival Time	Departure Time	Arrival Time	Departure Time	Arrival Time	Departure Time	
		Monday							
		Tuesday							
		Wednesday							
		Thursday							
		Friday							
		Saturday							
		Sunday							

FOR PAYROLL USE ONLY				
1 <sup>ST</sup> WEEK				
ACCOUNT	FUND	ORGANIZATION	PROGRAM	PROJECT
2 <sup>ND</sup> WEEK				
ACCOUNT	FUND	ORGANIZATION	PROGRAM	PROJECT

Total Hours Worked For Week at This Job \_\_\_\_\_  
Total Hours Worked For Two Weeks at This Job \_\_\_\_\_

If an employee's time at all University jobs and/or temporary additional assignments totals more than 35 hours worked, (s)he must receive overtime pay at a special rate provided for by Federal Law.

Signature of Employee \_\_\_\_\_

Date \_\_\_\_\_

Signature of Human Resources Representative or Designee \_\_\_\_\_

Date \_\_\_\_\_

Signature of Supervisor(s) \_\_\_\_\_

Date \_\_\_\_\_

Signature of Records and Information Services \_\_\_\_\_

Date \_\_\_\_\_