

# Sarah Lawrence College

## *Employee Weekly Timesheet*

**Note:** Timesheets must be submitted by **12 NOON** Monday **immediately** following the end of a pay period. Timesheets received after the deadline may be processed for the following pay date. Pay day is every other Friday. A schedule of pay periods and dates is available on MySLC.

Please add a comment for "Other Time" used (i.e. bereavement time, jury duty, etc.)

**\*Note:** Staff who work less than 21 hours per week earn sick time under the Westchester Earned Sick Leave Law. Sick time accruals are reflected on check stubs. Sick time use may not exceed 7 hours per day (between all positions), and must be used in minimum 3 hour increments.

*I hereby certify I have entered the information on this time sheet and it represents a true statement of hours worked on days/dates referenced above.*

*I hereby certify I am authorized to sign this timesheet. Furthermore, I have confirmed days and hours reported are accurate.*