



Icahn
School of
Medicine at
Mount
Sinai

WEEKLY TIMESHEET

NAME: _____

WEEK ENDING (the
Saturday of the week): _____

DAY OF WEEK	MORNING		AFTERNOON		EVENING		FOR OFFICE USE ONLY	
	IN	OUT	IN	OUT	IN	OUT	REGULAR HOURS	OVERTIME HOURS
SUNDAY								
MONDAY								
TUESDAY								
WEDNESDAY								
THURSDAY								
FRIDAY								
SATURDAY								
TOTAL HOURS								

Instructions:

Please submit your timesheet every Friday to neuro-payroll@mssm.edu, but no later than 11 am the following Monday.

If you are here Monday thru Friday regular hours, please enter total hours as 37.5 hrs.

When you are out for a HOLIDAY, indicate so on correct date. If you work on a holiday, you will automatically be paid the holiday extra day in the future. If a holiday falls within your first 30 days, holiday pay will be paid out after 12 months from your start date.

When you are "out" on PTO, whether it is sick or vacation days, indicate so on the corresponding date. You earn 19 PTO days each year and can carry over 5 days.

You must take a lunch break for one hour when you have worked 6 hours or more for that day.

EMPLOYEE

SIGNATURE: _____

PI SIGNATURE: _____

If you have any questions, please contact neuro-payroll@mssm.edu or 212-659-5993.

If you do not to submit your timesheet in a timely manner, your time and pay will be processed the following week.



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2018 WEEKLY TIMESHEET

NAME: Andrea Nievera

WEEK ENDING (the 7/7/18
Saturday of the week): _____

DAY OF WEEK	MORNING		AFTERNOON		EVENING		FOR OFFICE USE ONLY	
	IN	OUT	IN	OUT	IN	OUT	REGULAR HOURS	OVERTIME HOURS
SUNDAY								
MONDAY	9					5		
TUESDAY	9					5		
WEDNESDAY	HOLIDAY							
THURSDAY	9					5		
FRIDAY	PTO							
SATURDAY								
TOTAL HOURS	37.5							

Instructions:

Please submit your timesheet every Friday to neuro-payroll@mssm.edu, but no later than 10 am the following Monday.

If you are here Monday thru Friday, please enter total hours as 37.5 hrs.

When you are HOLIDAY, indicate so on correct date. If you work on a holiday, you will automatically be paid the holiday extra day in the future.

When you are "out" on PTO, whether it is sick or vacation days, indicate that on the corresponding date.

You must take a lunch break for one hour when you have worked 6 hours or more for that day.

EMPLOYEE

SIGNATURE: _____

PI SIGNATURE: _____