

Non-Chargeable Type Submission of Time Sheets/Time Records

Downstate Communications & Marketing <comms@downstate.edu>

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To: All Downstate Users <AllDownstateUsers@downstate.edu>

SUNY Downstate Health Sciences University Office of Communications & Marketing

comms@downstate.edu

The following e-mail is being sent on behalf of the Payroll Department. If you have any questions, please contact via email Payroll@downstate.edu or at extension 1139.

Payroll Bulletin

May 19, 2020

RE: Non-Chargeable Type
Submission of Time Sheets/Time Records

FROM: Jennifer Del Rosario, Director of Payroll

REMINDER:

It is an employment requirement that every **State Employee** maintain his or her time sheet/time record on a biweekly or monthly basis. Timely submission of timesheets/time records is mandatory.

Below are the schedules of when the time sheets/time records are due:

- **Classified** employees (**CSEA, PEF and PBANYS/NYSCOPBA**) and **Hourly, Part-time, Extra Time** timesheets/time records are due **two days** after the close of each biweekly pay period.
- All **Non-Chargeable Type** time **must** be recorded on timesheets/time records
 - (Extraordinary/Inclement Weather, Conference, Training, Administrative Leave, Sabbatical).
- **Non-classified** employees (**UUP and MC**) time sheets/time records must be updated by the **10th day** of the following month.
- **SEPARATION**
 - Your last time record must be approved by supervisor and property-tracking form submitted upon **separation**.
 - All State employees are paid up to **30** vacation days upon separation from State service.
 - These documents are required in order to process Lump sum payments (Final payment).
 - Lump sum payments are paid out (**6 to 8 weeks**) after you receive your final paycheck.

The Department's Supervisor is responsible for timely submission of the employee's time sheets/records.

If the time sheets/records for the employee are **not** submitted timely, it may result in a delay in getting the employee paid. The employee will be **removed** from direct deposit.

Notifications of non-submission will be escalated to executive management for review.

If you have any questions, please contact the Payroll Department via email at Payroll@downstate.edu or extension 1139. Please review our Payroll Website for all forms <https://www.downstate.edu/payroll/time-attendance.html>.