

Hunter College Office of Research Administration Information Alert

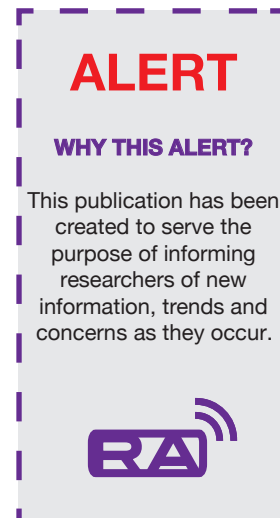
JUNE 2014
ALERT # 19

RESEARCH FOUNDATION EMPLOYEES AND TIMESHEETS

All individuals earning a salary paid by the Research Foundation are considered employees. Every employee earns annual leave and sick leave. The RF is re-emphasizing that annual leave time should be used within the duration of the employment. There have been recent RF notifications that leave time must be used. This is being taken very seriously by the Research Foundation.

Since employees can see their accumulated leave time when they complete their timesheets, it is being strongly urged that each employee do his/her own electronic timesheet, rather than having a timekeeper or the PI prepare it. The timekeeper or PI should continue to approve the timesheets.

For questions, please consult Barbara Medina (bmedina@hunter.cuny.edu) or Karlene Roberts (Karlene.Roberts@hunter.cuny.edu).



Remember

Employees should not approve their own timesheets.