Columbia University Time Entry Form

Employee ID Employee Name Employee Name Rec # Group Code Hours Salary Code Hours Amount Code Periods Code Code Dept	Accounting	ne Other Earning			Overtime			Regular			Controls	ployee Information	Employe		
	Combo Code		Shift Code								REG Code	Pay Group	Empl Rec #	D Employee Name	Employee ID
Company															
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Totals											Totals				

^{*} Send this form to: HRPC, 615 West 131st Street, 4th Flor, MC 8703 (It must be received by the Mail Closing Date.)

Date: Dept: Authorized Signature: Print Name:	Date:	Dept:	Authorized Signature:	_ Print Name:
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^{*} This form can only be used when: 1) the employee is a new hire or 2) you are not able to view the employee in Manager Self Service.

^{*} Weeks Paid is now called Tax Periods. Enter the number of pay periods that this pay covers.