Columbia University Time Entry Form

Employee Information		Controls		Regular			Overtime			Other Earning				Accounting	
Employee ID	Employee Name	Empl Rec #	Pay Group	REG Code	REG Hours	Rate/ Salary	OT Code	OT Hours	Rate/ Amount	Earn Code	Tax Periods	Shift Code	Shift Earn Code	Dept	Combo Code
				Totals											

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

Date: _____ **Dept:** _____ **Authorized Signature:**_____ **Print Name:** _____