



Eugenio Maria de **Hostos Community College**
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Division of Administration & Finance

MEMORANDUM

TO: Vice Presidents
Chairs/Department Heads/Unit Coordinators

FROM: Vice President Esther Rodríguez-Chardavoyne

DATE: February 16, 2005

SUBJECT: College Assistant Timesheet Deadline

Please be informed that the deadline for the submission of College Assistant timesheets is **Close of business on the Wednesday following payroll distribution**. If college assistant timesheets are submitted after that deadline, they will not be processed for that payroll period.

Additionally, if the college assistant believes there are errors on the timesheet, have him/her:

- 1) Write any corrections or comments on a separate page;
 - a. Include his/her name, ID number, timesheet period and signature
- 2) Have his/her supervisor review and sign it; and
- 3) Submit the page with his/her timesheet.

In order to facilitate timely salary disbursement, please advise the college assistants under your supervision of the cut-off date and procedure.

C: President Dolores Fernández
Imelda Redito
Yolanda Gonzalez