

**HEO SERIES EMPLOYEES, COLLEGE LABORATORY TECHICIAN TITLES & RESEARCH ASSOCIATE AND RESEARCH ASSISTANT TITLES**

This timesheet is to be used by all full-time non-teaching instructional staff employees, except librarians and counselors in faculty titles.

Timesheets must be completed bi-weekly. \* Employees should be notified of their FLSA status.

Time is entered by employee in the Daily Record and Used Accrued Time Columns. Time is recorded in 15 minute increments ONLY. Unscheduled Holiday is recorded as a whole day (7 hours).

The approved Overtime/Compensatory Time Form is attached, as needed.

Title	FLSA Status*	Collective Bargaining Status	Compensatory Time eligible	Overtime eligible	Compensatory Time Eligible Hours	Overtime eligible hours
Higher Education Officer (HEO)	Exempt	Excluded	NO	NO	N/A	N/A
Higher Education Officer (HEO)	Exempt	Included	YES	NO	Time over 35 hours	N/A
Higher Education Associate (HEA)	Exempt	Excluded	NO	NO	N/A	N/A
Higher Education Associate (HEA)	Exempt	Included	YES	NO	Time over 35 hours	N/A
Higher Education Assistant (HEa)	Exempt	Excluded	NO	NO	N/A	N/A
Higher Education Assistant (HEa)	Exempt	Included	YES	NO	Time over 35 hours	N/A
Assistant to Higher Education Officer (aHEO)	Exempt	Excluded	NO	NO	N/A	N/A
Assistant to Higher Education Officer (aHEO)	Exempt	Included	YES	NO	Time over 35 hours	N/A
Chief College Laboratory Technician*	Exempt	Included	NO	NO	N/A	Time between 35 to 40 hours @ special rate
Senior College Laboratory Technician *	Exempt	Included	NO	NO	N/A	Time between 35 to 40 hours @ special rate
Research Associate	Exempt	Included	NO	NO	N/A	N/A
Higher Education Assistant (HEa)	Non Exempt	Excluded	NO	YES	N/A	Time in excess of 40 hours @ time and a half
Higher Education Assistant (HEa)	Non Exempt	Included	YES	YES	Time between 35 and 40 hours	Time in excess of 40 hours @ time and a half
Assistant to Higher Education Officer (aHEO)	Non Exempt	Included	YES	YES	Time between 35 and 40 hours	Time in excess of 40 hours @ time and a half
Senior College Laboratory Technician *	Non Exempt	Included	NO	YES	N/A	Time between 35 to 40 hours @ special rate Time in excess of 40 hours @ time and a half
College Laboratory Technician *	Non Exempt	Included	NO	YES	N/A	Time between 35 to 40 hours @ special rate Time in excess of 40 hours @ time and a half
Research Assistant	Non Exempt	Included	NO	YES	N/A	Time between 35 to 40 hours @regular rate of pay Time in excess of 40 hours @ time and a half

“Included” means represented by the collective bargaining agreement between PSC and CUNY. “Excluded” means not represented by the collective bargaining agreement between PSC and CUNY

“Exempt” means not eligible for overtime pay under Fair Labor Standards Act (FLSA). “Non-exempt” means eligible for overtime under FLSA.

**FLSA MATRIX**

Primary Job/ Hours	CLT Non Exempt	CLT Exempt	HEO Series Non Exempt	HEO Series Exempt
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