

UK UNIVERSITY OF KENTUCKY

Human Resources

Temporary Employment

Temporary Employment Payroll Procedure November 2009 - June 2010

***Please note:** Timesheets will be due by noon on Thursday unless otherwise noted.

1. On a blank HR Temporary Employment timesheet fill in Person ID, name, pay period, placement number, and department name where assigned. When recording hours worked, remember that any off-shift hours must be labeled for the shift differential to be paid.
2. Both the temporary employee and the supervisor must sign the timesheet.
3. Unless handled by the department, it is the temporary employee's responsibility to submit a copy of his/her signed timesheet reporting all hours worked to the Temporary Employment office at 103 Scovell Hall, or fax it to 257-7464, or email a PDF file to TempEmpTimesheets@email.uky.edu by 12:00 p.m. on the dates listed below. Temporary Employees are not permitted to deliver original timesheets. Original timesheets need to be submitted by the supervisor to the Temporary Employment Office via campus mail or personal delivery by payday Friday.
4. It is highly recommended that you verify your hours each Monday following timesheet due dates using MyUK and selecting the ESS (Employee Self Service) tab. You may also contact the Temporary Employment office at 257-9518 to confirm receipt of timesheet.

| <u>PAY PERIOD</u> | <u>TIMESHEET DUE</u> | <u>PAY DAY</u> |
|-----------------------|--------------------------|----------------|
| R25 11/22-12/5/09 | Thursday 12/3 | 12/11 |
| R26 12/6-12/19/09 | Thursday 12/17 | 12/24 |
| R01 12/20/09-1/2/2010 | Thursday 12/24*** | 1/8 |
| R02 1/03-1/16/2010 | Thursday 1/14 | 1/22 |
| R03 1/17-1/30/2010 | Thursday 1/28 | 2/5 |
| R04 1/31-2/13/2010 | Thursday 2/11 | 2/19 |
| R05 2/14-2/27/2010 | Thursday 2/25 | 3/5 |
| R06 2/28-3/13/2010 | Thursday 3/11 | 3/19 |
| R07 3/14-3/27/2010 | Thursday 3/25 | 4/2 |
| R08 3/28-4/10/2010 | Thursday 4/8 | 4/16 |
| R09 4/11-4/24/2010 | Thursday 4/22 | 4/30 |
| R10 4/25-5/08/2010 | Thursday 5/6 | 5/14 |
| R11 5/09-5/22/2010 | Thursday 5/20 | 5/28 |
| R12 5/23-6/05/2010 | Thursday 6/3 | 6/11 |
| R13 6/06-6/19/2010 | Thursday 6/17 | 6/25 |

5. **Direct deposit is mandatory.** Temporary Employment stubs are mailed on the day before payday to the address on file. Please maintain a current address with the Temporary Employment Office.

*****If you ARE working during the holidays and bonus days, please turn in your timesheet Monday, January 4, 2010.**