

HR Temporary Employment Timesheet Completion Guide

Employee completes and ensures all information is accurate and correct on timesheets, including:

1. Person ID #
2. Placement #
3. Employee Name
4. Department Name
5. Total Hours Worked
6. Pay Period/Dates
7. Employee Signature
8. Supervisor Signature Approval

Employee faxes or delivers a **copy** of the signed timesheet to HR Temporary Employment at (859)257-7464

Supervisor reviews timesheets and provides approval:

1. Checks information for completeness and accuracy.
2. Provides signature approval.
3. Prints name and phone number.

Supervisor mails **original** signed timesheets to HR Temporary Employment at 103 Scovell Hall, 0064.