

# HR Temporary Employment Timesheet Completion Guide

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

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

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

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**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.