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

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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.