



# TIME REPORT

Employee Name:				Employee No:				Pay Period Ending:												
Pay Period / Day of the Month																				
Job Task & Suffix Number	Pay Code	Description of Job	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15		Total Hours	
			16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		
																				.
																				.
																				.
																				.
																				.
																				.
																				.
9__ - 000-00	R	B&P:_____																		.
0552-000-00	R	Training																		.
0600-000-00	R	Overhead																		.
0700-000-00	R	G & A																		.
0530-000-00	R	Holiday																		.
0202-000-00	R	Paid Time Off																		.
0535-000-00	R	Other Leave																		.
0199-000-00	R	Leave w/o Pay																		.
DAILY TOTALS & GRAND TOTAL HOURS			.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Note: Approval is required from each job's assigned supervisor. All changes must be crossed through, initialed and explained. Use additional sheets if necessary.

**TO: ALL Library Associates Companies Employees**  
**RE: NEW Time Sheet Forms**

(Updated 01/08/09)

The reverse side of this document is now LIBRARY ASSOCIATES' official Time Report.  
Please discard ALL PREVIOUS EDITIONS!!!

**Fax Completed Timesheet to: 301-231-5990**

If you are unsure about the correct job number, please see your supervisor for guidance. New job numbers for new contracts and B&P will be assigned at the Library Associates Rockville office by Contracts/Accounting.

Please refer to the **LAC Timesheet Instructions & FAQs** for detailed instructions

**ALSO, AS A REMINDER: FROM THE EMPLOYEE HANDBOOK...**

**TIME RECORDS**

- ♦ Government regulations require that the company keep an accurate daily record of hours worked by employees...
- ♦ ...The Federal Government requires the Time Sheets must be **ANNOTATED DAILY**, not held and filled out at the end of the pay cycle. --(USE BLUE OR BLACK INK ONLY) --
- ♦ It is a violation of company policy for one employee to sign another employee's time sheet, or alter his/her own time sheet or that of another employee, except in the prescribed manner.
- ♦ If an employee has a question concerning his/her time sheet, he/she should discuss the matter with his/her supervisor.

**Thank you for your cooperation!**

**SUBMISSION OF INACCURATE TIMESHEETS MAY DELAY YOUR PAYCHECK BEING ISSUED**

**LATE TIME SHEETS WILL BE PROCESSED WITH THE FOLLOWING PAYROLL CYCLE**