



## Timesheet FAQs:

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**What do I enter if I don't have an Employee Number yet?**

Enter "New Employee". Your Supervisor or HR will provide your Employee Number when it is assigned.

**If I start work in the middle of the Pay Period, will I get paid at the end of that Pay Period?**

NO – You will be paid at the end of the next Pay Period

**Can I turn in/fax my Timesheet without my Supervisor's signature?**

YES – BUT you must obtain your Supervisor's signature as soon as possible and re-fax your Timesheet

**If I'm out sick on the day Timesheets are due, can I turn it in when I get back to work?**

NO – Your Timesheet should be annotated daily and accessible to your Supervisor so he/she can submit it for you.

**If I'm going on vacation, and Timesheets are due while I'm gone, should I turn in my Timesheet early?**

YES – You should submit your completed Timesheet BEFORE you go on vacation

**How can I find out how much PTO I have?**

Your Paid Time Off (PTO) total is printed on your Paycheck Stub

**If I'm called for Jury Duty, how do I record that on my Timesheet?**

Jury Duty should be recorded on the "Other Leave" row. A copy of the summons or other court document MUST be submitted with your Timesheet

**Can I take Leave Without Pay (LWOP) and save my PTO hours to use at another time?**

NO – You must use PTO as needed. LWOP can only be used after all PTO hours are exhausted, and must be approved by your supervisor

**If I make a mistake on my Timesheet or need to revise the hours, should I turn in a new Timesheet?**

NO – You should alert HR that you will be submitting a *Revised* Timesheet. You should revise the original Timesheet by following the instructions on the next page

