



## **Timesheet FAQs:**

### **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.

### **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, 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?**

Please call Karin, 323-302-9433 or Brad, 323-302-9435

### **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

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# Library Associates

## REVISED Timesheet Instructions

Library Associates			TIME REPORT														REVISED														
Employee Name: John D. Stevenson			Employee No: 0315				Pay Period Ending: 1/31/2006																								
Job Task & Suffix Number	Pay Code	Description of Job	Pay Period / Day of the Month																												Total Hours
			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	
2216-001-39	R	Lib. Tech.			8.	8.	8.					8.	<del>8.</del>	8.	8.	8.														8.	<del>88.5</del>
													6.85																		70.85
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	8.																												8.
0202-000-00	R	Paid Time Off		8.									<del>8.</del>																10.85	<del>8.</del>	
0535-000-00	R	Other Leave										<del>8.</del>																8.		8.	
0199-000-00	R	Leave w/o Pay																													
DAILY TOTALS & GRAND TOTAL HOURS			8.	8.	8.	8.	8.					8.	8.	8.	8.	8.												8.	8.	96.	

Signature: John D. Stevenson Date: 1/31/06 Approval: [Signature] Date: 1/31/06

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

### INSTRUCTIONS:

- Cross-out the hours to be revised.
- Write the correct hours and initial ALL changes.
- Ensure that all revised totals are correct.
- Write REVISED across the top of the original Timesheet and re-fax it.