SALT LAKE COUNTY DIVISION OF YOUTH SERVICES

TEMPORARY EMPLOYEE TIME SHEET

Sept 2014 sb

Name: ____________________________________ Month: ______________ Year: _______________

Period Beginning: ____________________ Period Ending: ____________________

Print Date Worked	Time IN	Time OUT	Time IN	Time OUT	Time IN	Time OUT	Total Hours	Which location you worked I.E.: CBH, GGH, BGH, JRC, CR, Kearns 21st, Math SP, etc.	Supervisors intitials from various programs worked
						Total hours worked this pay period			

****Note**: Record IN/OUT in **MILITARY TIME** hours worked & total for the day, record in **DECIMAL FORMAT**:

15 min = .25 hr
30 min = .50 hr
45 min + .75 hr

****Note:** Please use one timesheet per pay period, even if you worked in multiple locations during the same pay period. Pay periods run as follows:

1st - 15th
16th - last day of the month

I certify that this is an accurate record

____
Employee Signature Date

____
Payroll Supervisor Signature Date

Important To Know:

~You will now use 1 timesheet per pay period (1st – 15th and 16th - end of month) even if you work in multiple areas.

~Your supervisors will now initial each day that you work.

****Note **** If your direct supervisor is not available you can have the supervisor that is available initial the timesheet.

~You will be responsible for turning your timesheet in on time; they are due on the 1st and the 16th no later than 7:00am.

*****Note***** If the 1st or 16th is on a Saturday or Sunday they need to be turned in the following Monday by 7:00am.

~If you lose your timesheet you are responsible for recreating a new one.

*****Note***** It is very important that you are signing in and signing out on the logs in the areas you work!

~As a Temp EH employee you should not be working more than 28 hours per week (even if you're working in multiple programs)

~It is your responsibility to keep track of your own hours.