How to fill out a Temporary Solutions Timesheet

1. Print your name as shown on your Social Security Card. No Nicknames.
2. Your Placement Counselor will call or email you your Personnel ID number. This number MUST be on each timesheet you submit. If you have not received your Personnel ID number before submitting your first timesheet, please contact the Placement Counselor that handled your paperwork and placement.
3. Print the Agency and Division name that you are temping for.
4. Your worksite Location: Example - Raleigh, Morrisville, Building Name, etc.
5. You must write your supervisor's name.
6. We need your supervisor's phone number, just in case we have a question about your timesheet.
7. Print the Pay Period Dates from the Pay Schedule.
8. Record your date and time in the appropriate area. Temporary Solutions workweek starts on a Saturday and ends on Friday. Any time that you work over 40 hours within that work week will be calculated at time and one-half. ALL time must be rounded to the nearest quarter hour. For example: You arrive at work at 8:10, round it to 8:15. Our quarter hours are 15, 30, 45 or 25, 50, 75.
   **NOTE:** If you work on a holiday, your supervisor MUST initial the holiday. You will not get paid if the holiday is not initialed prior to handing in your timesheet. You will also need prior approval to work overtime.
9. You must sign your timesheet.
10. Your supervisor's signature is required to process your timesheet.
11. Temporary employees can fax time sheets. Call for confirmation number first.

Example on next page
Employee Name: Tom Temporary
Personnel ID #: 123456
Agency/Division: DHHS/Public Health
Location: Front Street
Supervisor: Sara Supervisor
Supervisor Phone Number: (919) 555-5555

Confirmation Number 11 (FOR FAXED TIMESHEETS ONLY!)

<table>
<thead>
<tr>
<th>Week</th>
<th>Sat Date</th>
<th>Sat Hours</th>
<th>Sun Date</th>
<th>Sun Hours</th>
<th>Mon Date</th>
<th>Mon Hours</th>
<th>Tue Date</th>
<th>Tue Hours</th>
<th>Wed Date</th>
<th>Wed Hours</th>
<th>Thur Date</th>
<th>Thur Hours</th>
<th>Fri Date</th>
<th>Fri Hours</th>
<th>Total Regular Hours</th>
<th>Overtime Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>9/26</td>
<td>9/27</td>
<td>9/28</td>
<td>8.00</td>
<td>9/29</td>
<td>8.00</td>
<td>9/30</td>
<td>8.00</td>
<td>10/1</td>
<td>8.00</td>
<td>10/2</td>
<td>8.00</td>
<td>10/9</td>
<td>8.00</td>
<td>40.00</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>10/3</td>
<td>10/4</td>
<td>10/5</td>
<td>7.00</td>
<td>10/6</td>
<td>9.00</td>
<td>10/7</td>
<td>5.00</td>
<td>10/8</td>
<td>3.00</td>
<td>10/9</td>
<td>24.00</td>
<td></td>
<td></td>
<td>64.00</td>
<td></td>
</tr>
</tbody>
</table>

I certify that all hours reported have been recorded accurately.

Employee Signature Date

I certify that all hours reported have been recorded accurately.

Supervisor Signature Date

Temporary Solutions OFFICE USE ONLY

Regular Hours
Overtime Hours
Holiday Hours
Entered By
Job Order Number

Make sure you give a copy of your timesheet to your supervisor.

THIS IS VERY IMPORTANT!

Carefully track your work dates and times in the appropriate spaces. All time shown must be rounded to the nearest quarter hour. Before you work on a state holiday, please make sure you have prior approval from your supervisor and have your supervisor initial the holiday time on this timesheet. Make sure that you have completed all requested information. Your timesheet must be signed for each pay period and for new assignments. A false statement or misrepresentation of hours on a timesheet is a serious violation and may result in dismissal.