TIME SHEET FOR LIBRARIANS

TIME SHEET FOR THE MONTH & YEAR OF:

NAME:	DEPARTMENT: LIBRARY

DO NOT MAKE ENTRIES HERE. THIS SECTION IS FOR HUMAN RESOURCES USE ONLY.

DATE ENTERED IN COLLEAGUE

TYPE OF TIME USED	# OF DAYS	TIME CHARGED TO:	# OF DAYS
VACATION	0	VACATION	
DISCRETIONARY	0	DISCRETIONARY	
SPRING RECESS	0	SPRING RECESS	
PROFESSIONAL DAYS	0	PROFESSIONAL DAYS	
OTHER	0	OTHER	

INSTRUCTIONS:

1. Enter only the dates when you are absent.
2. Enter reason for absence (i.e., sick, vacation, discretionary, bereavement, jury duty, etc.).
3. Do not enter Institute holidays as absence periods (i.e., Independence Day, Labor Day, etc.).
4. Do not enter time not worked due to summer hours and emergency closings.
5. If you are not absent this month, enter “NONE” on the first line.
6. At the end of the month draw an “X” through the remainder of the lines not used.
7. Use the time sheet for the month indicated only.
8. At the end of the month, sign your time sheet, make a copy for your records and obtain your supervisor’s signature.
9. Completed time sheets are due in HR on the 5th of the following month (i.e., June time sheet due on July 5th).

DATE(S)	VACATION DAYS	DISCRETIONARY DAYS	SPRING RECESS	PROFESSIONAL DAYS	OTHER	REASON FOR ABSENCE (Please indicate all time used as a result of a worker’s compensation injury OR for illness.)

Employee’s Signature:	Date	Supervisor's Signature:	Date