

# Notes for Submitting Hardcopy Timesheets

- Sometimes a time record is not completed in time for the electronic cut-off **OR** the time sheet is not completed correctly.
- When this occurs or is discovered after the cut-off, the electronic time sheet cannot be corrected. The electronic time record can have notes inserted **AND** it must be signed off on by the employee and the supervisor – *even if it is not correct*.
- **TO DOCUMENT THE CORRECT WORK/LEAVE HOURS**, a hardcopy time sheet will need to be completed, signed & dated by the employee and supervisor, and submitted.
- The following slides will show you how to complete the manual time record and highlights some details you should include to accurately complete the time record and submit it.

**PRINT OUT  
THE TIME  
RECORD TO  
MAKE YOUR  
UPDATES**

Pay Period: 2019:18

From: 02/17/2019

To: 03/02/2019

**WEEK 1**

**Time Worked:**

Day	Sun	Mon	Tue	Wed	Thr	Fri	Sat
Date	2/17	2/18	2/19	2/20	2/21	2/22	2/23
TimeIn	:	:	8 :00	8 :00	8 :00	:	:
	AM	AM	AM	AM	AM	AM	AM
TimeOut	:	:	4 :30	4 :30	1 :30	:	:
	PM	PM	PM	PM	PM	PM	PM
(-)Meal Break Mins		30	30	30	0	30	
Daily Tot Hrs Worked	0:00	0:00	8:00	8:00	5:30	0:00	0:00

**Paid Leave:**

Day	Sun	Mon	Tue	Wed	Thr	Fri	Sat
Annual Lv	:	8 :00	:	:	:	:	:
Sick Lv	:	:	:	:	2 :30	:	:
Personal Lv	:	:	:	:	:	:	:
Holiday Lv	:	:	:	:	:	:	:
Comp Time Used	:	:	:	:	:	:	:

**Paid Leave which counts towards Family and Medical Entitlement:**

Daily Tot Paid Leave	0:00	8:00	0:00	0:00	2:30	0:00	0:00
Daily Total Paid Hours	0:00	8:00	8:00	8:00	8:00	0:00	0:00

Week 1: Total Hours Paid: 32 hours 00 Minutes.

Week 1: Total Unpaid Leave Hours: 0 hours 00 minutes

Pay Period: 2019:18

From: 02/17/2019

To: 03/02/2019

**WEEK 1**

**WEEK 1**

**Time Worked:**

Day	Sun	Mon	Tue	Wed	Thr	Fri	Sat
Date	2/17	2/18	2/19	2/20	2/21	2/22	2/23
TimeIn	:	:	8 :00	8 :00	8 :00	:	:
	AM	AM	AM	AM	AM	AM	AM
TimeOut	:	:	4 :30	4 :30	1 :30	:	:
	PM	PM	PM	PM	PM	PM	PM
(-)Meal Break Mins		30	30	30	0	30	
Daily Tot Hrs Worked	0:00	0:00	8:00	8:00	5:30	0:00	0:00

**Paid Leave:**

Day	Sun	Mon	Tue	Wed	Thr	Fri	Sat
Annual Lv	:	8 :00	:	:	:	:	:
Sick Lv	:	:	:	:	2 :30	:	:
Personal Lv	:	:	:	:	:	:	:
Holiday Lv	:	:	:	:	:	:	:
Comp Time Used	:	:	:	:	:	:	:

**Paid Leave which counts towards Family and Medical Entitlement:**

Daily Tot Paid Leave		0:00	8:00	0:00	0:00	2:30	0:00	0:00
Daily Total Paid Hours		0:00	8:00	8:00	8:00	8:00	0:00	0:00



Week 1: Total Hours Paid: 32 hours 00 Minutes.  
 Week 1: Total Unpaid Leave Hours: 0 hours 00 minutes

Wrong Information needs to be corrected

Pay Period: 2019:18

From: 02/17/2019

To: 03/02/2019

**WEEK 1**

**WEEK 1**

**Time Worked:**

Day	Sun	Mon	Tue	Wed	Thr	Fri	Sat
Date	2/17	2/18	2/19	2/20	2/21	2/22	2/23
TimeIn	:	:	8 :00	8 :00	8 :00	:	:
	AM	AM	AM	AM	AM	AM	AM
TimeOut	:	:	4 :30	4 :30	1 :30	:	:
	PM	PM	PM	PM	PM	PM	PM
(-)Meal Break Mins		30	30	30	0	30	
Daily Tot Hrs Worked	0:00	0:00	8:00	8:00	5:30	0:00	0:00

**Paid Leave:**

Day	Sun	Mon	Tue	Wed	Thr	Fri	Sat
Annual Lv	:	8 :00	:	:	:	:	:
Sick Lv	:	:	:	:	2 :30	:	:
Personal Lv	:	:	:	:	:	:	:
Holiday Lv	:	:	:	:	:	:	:
Comp Time Used	:	:	:	:	:	:	:

**Paid Leave which counts towards Family and Medical Entitlement:**

Daily Tot Paid Leave		0:00	8:00	0:00	0:00	2:30	0:00	0:00
Daily Total Paid Hours		0:00	8:00	8:00	8:00	8:00	0:00	0:00

Week 1: Total Hours Paid: 32 hours 00 Minutes.  
 Week 1: Total Unpaid Leave Hours: 0 hours 00 minutes

Missing Information needs to be inserted



Pay Period: 2019:18

From: 02/17/2019

To: 03/02/2019

**WEEK 1**

**WEEK 1**

**Time Worked:**

Day	Sun	Mon	Tue	Wed	Thr	Fri	Sat
Date	2/17	2/18	2/19	2/20	2/21	2/22	2/23
TimeIn	:	:	8 :00	8 :00	8 :00	:	:
	AM	AM	AM	AM	AM	AM	AM
TimeOut	:	:	4 :30	4 :30	1 :30	:	:
	PM	PM	PM	PM	PM	PM	PM
(-)Meal Break Mins		30	30	30	0	30	
Daily Tot Hrs Worked	0:00	0:00	8:00	8:00	5:30	0:00	0:00

**Paid Leave:**

Day	Sun	Mon	Tue	Wed	Thr	Fri	Sat
Annual Lv	:	8 :00	:	:	:	:	:
Sick Lv	:	:	:	:	2 :30	:	:
Personal Lv	:	:	:	:	:	:	:
Holiday Lv	:	:	:	:	:	:	:
Comp Time Used	:	:	:	:	:	:	:

**Paid Leave which counts towards Family and Medical Entitlement:**

Daily Tot Paid Leave		0:00	8:00	0:00	0:00	2:30	0:00	0:00
Daily Total Paid Hours		0:00	8:00	8:00	8:00	8:00	0:00	0:00

Week 1: Total Hours Paid: 32 hours 00 Minutes.

Week 1: Total Unpaid Leave Hours: 0 hours 00 minutes

Missing Information needs to be inserted



Pay Period: 2019:18

From: 02/17/2019

To: 03/02/2019

**WEEK 1**

**WEEK 1**

Determine what is wrong

Time Worked:							
Day	Sun	Mon	Tue	Wed	Thr	Fri	Sat
Date	2/17	2/18	2/19	2/20	2/21	2/22	2/23
TimeIn	:	:	8 :00	8 :00	8 :00	:	:
	AM	AM	AM	AM	AM	AM	AM
TimeOut	:	:	4 :30	4 :30	1 :30	:	:
	PM	PM	PM	PM	PM	PM	PM
(-)Meal Break Mins		30	30	30	0	30	
Daily Tot Hrs Worked	0:00	0:00	8:00	8:00	5:30	0:00	0:00
Paid Leave:							
Day	Sun	Mon	Tue	Wed	Thr	Fri	Sat
Annual Lv	:	8 :00	:	:	:	:	:
Sick Lv	:	:	:	:	2 :30	:	:
Personal Lv	:	:	:	:	:	:	:
Holiday Lv	:	:	:	:	:	:	:
Comp Time Used	:	:	:	:	:	:	:
Paid Leave which counts toward							
Daily Tot Paid Leave			0:00	8:00	0:00	0:00	2:30
Daily Total Paid Hours			0:00	8:00	8:00	8:00	0:00

Annual Leave is recorded, but the Notes (next page) reflect that Holiday Leave was to be inserted, but it wasn't.  
 Cross out what is wrong and write-in the correct information.

Week 1: Total Hours Paid: 32 hours 00 Minutes.  
 Week 1: Total Unpaid Leave Hours: 0 hours 00 minutes

Determine what is wrong

Time Worked:							
Day	Sun	Mon	Tue	Wed	Thr	Fri	Sat
Date	2/24	2/25	2/26	2/27	2/28	3/1	3/2
TimeIn	:	8 : 00	8 : 00	8 : 00	8 : 00	8 : 00	:
	AM	AM	AM	AM	AM	AM	AM
TimeOut	:	4 : 30	4 : 30	4 : 30	4 : 30	4 : 30	:
	PM	PM	PM	PM	PM	PM	PM
(-)Meal Break Mins		30	30	30	30	30	
Daily Tot Hrs Worked	0:00	0:00	0:00	0:00	0:00	0:00	0:00
Paid Leave:							
Day	Sun	Mon	Tue	Wed	Thr	Fri	Sat
Annual Lv	:	:	:	:	:	:	:
Sick Lv	:	:	:	:	:	:	:
Personal Lv	:	:	:	:	:	:	:
Holiday Lv	:	:	:	:	:	:	:
Comp Time Used	:	:	:	:	:	:	:

Daily Tot Paid Leave	0:00	0:00	0:00	0:00	0:00	0:00	0:00
Daily Total Paid Hours	0:00	0:00	0:00	0:00	0:00	0:00	0:00

Week 2: Total Hours Paid: 0 Hours 00 Minutes.

Week 2: Total Unpaid Leave Hours: 0 hours 00 minutes

Notes reflect that Holiday Leave was to be inserted in week 1, but it wasn't.

Employee Sign Off Date:

Employee Notes: Please change the 18th to 8 hours holiday leave.

*Emplyg  
3/30/19*

*Supervisor  
3/30/19*

Supervisor's Approval:

Supervisor Notes:

**WEEK 2**

Please Print And complete by writing neatly.

Or use Adobe to complete using blue ink.

Missing Information needs to be inserted

WEEK 2							
Time Worked:							
Day	Sun	Mon	Tue	Wed	Thr	Fri	Sat
Date	2/24	2/25	2/26	2/27	2/28	3/1	3/2
TimeIn	:	8 : 00	8 : 00	8 : 00	8 : 00	8 : 00	:
	AM	AM	AM	AM	AM	AM	AM
TimeOut	:	4 : 30	4 : 30	4 : 30	4 : 30	4 : 30	:
	PM	PM	PM	PM	PM	PM	PM
(-)Meal Break Mins		30	30	30	30	30	
Daily Tot Hrs Worked	0:00	0:00	0:00	0:00	0:00	0:00	0:00
Paid Leave:							
Day	Sun	Mon	Tue	Wed	Thr	Fri	Sat
Annual Lv	:	:	:	:	:	:	:
Sick Lv	:	:	:	:	:	:	:
Personal Lv	:	:	:	:	:	:	:
Holiday Lv	:	:	:	:	:	:	:
Comp Time Used	:	:	:	:	:	:	:

Daily Tot Paid Leave	0:00	0:00	0:00	0:00	0:00	0:00	0:00
Daily Total Paid Hours	0:00	0:00	0:00	0:00	0:00	0:00	0:00

Week 2: Total Hours Paid: 0 Hours 00 Minutes.

Week 2: Total Unpaid Leave Hours: 0 hours 00 minutes

Employee Sign Off Date:

Employee Notes: Please change the 18th to 8 hours holiday leave.

*Emply  
3/30/19*

*Supervisor  
3/30/19*

Supervisor's Approval:

Supervisor Notes:

**WEEK 2**

**WEEK 2**

**Time Worked:**

	Sun	Mon	Tue	Wed	Thr	Fri	Sat
	2/24	2/25	2/26	2/27	2/28	3/1	3/2
	:	8 : 00	8 : 00	8 : 00	8 : 00	8 : 00	:
	AM	AM	AM	AM	AM	AM	AM
	:	4 : 30	4 : 30	4 : 30	4 : 30	4 : 30	:
	PM	PM	PM	PM	PM	PM	PM
Break Min		30	30	30	30	30	
Hours Worked	0:00	0:00	0:00	0:00	0:00	0:00	0:00

Handwriting makes is clear that you have made a change. However, If you type the information in before printing, be sure to highlight the typed text so the reviewer knows what has been added.



Missing Information needs to be inserted

**Paid Leave:**

	Sun	Mon	Tue	Wed	Thr	Fri	Sat
Annual Lv	:	:	:	:	:	:	:
Sick Lv	:	:	:	:	:	:	:
Personal Lv	:	:	:	:	:	:	:
Holiday Lv	:	:	:	:	:	:	:
Comp Time Used	:	:	:	:	:	:	:

Daily Tot Paid Leave	0:00	0:00	0:00	0:00	0:00	0:00	0:00
Daily Total Paid Hours	0:00	0:00	0:00	0:00	0:00	0:00	0:00

Week 2: Total Hours Paid: 0 Hours 00 Minutes.

Week 2: Total Unpaid Leave Hours: 0 hours 00 minutes

Employee Sign Off Date:

Employee Notes: Please change the 18th to 8 hours holiday leave.

*Emplyg  
3/30/19*  
*Supervisor  
3/30/19*

Supervisor's Approval:

Supervisor Notes:

**WEEK 2**

**WEEK 2**

**Time Worked:**

Day	Sun	Mon	Tue	Wed	Thr	Fri	Sat
Date	2/24	2/25	2/26	2/27	2/28	3/1	3/2
TimeIn	:	8 : 00	8 : 00	8 : 00	8 : 00	8 : 00	:
	AM	AM	AM	AM	AM	AM	AM
TimeOut	:	4 : 30	4 : 30	4 : 30	4 : 30	4 : 30	:
	PM	PM	PM	PM	PM	PM	PM
(-) Meal Break Mins		30	30	30	30	30	
Daily Tot Hrs Worked	0:00	0:00	0:00	0:00	0:00	0:00	0:00

Missing Information needs to be inserted



**Paid Leave:**

Day	Sun	Mon	Tue	Wed	Thr	Fri	Sat
Annual Lv	:	:	:	:	:	:	:
Sick Lv	:	:	:	:	:	:	:
Personal Lv	:	:	:	:	:	:	:
Holiday Lv	:	:	:	:	:	:	:
Comp Time Used	:	:	:	:	:	:	:

Daily Tot Paid Leave	0:00	0:00	0:00	0:00	0:00	0:00	0:00
Daily Total Paid Hours	0:00	0:00	0:00	0:00	0:00	0:00	0:00



Week 2: Total Hours Paid: 0 Hours 00 Minutes.

Week 2: Total Unpaid Leave Hours: 0 hours 00 minutes

Complete all areas of the time record with the correct numbers for each day and week.

Employee Sign Off Date:

Employee Notes: Please change the 18th to 8 hours holiday leave.

*Emplyg  
3/30/19*

*Supervisor  
3/30/19*

Supervisor's Approval:

Supervisor Notes:

**WEEK 2**

**WEEK 2**

**Time Worked:**

Day	Sun	Mon	Tue	Wed	Thr	Fri	Sat
Date	2/24	2/25	2/26	2/27	2/28	3/1	3/2
TimeIn	:	8 : 00	8 : 00	8 : 00	8 : 00	8 : 00	:
	AM	AM	AM	AM	AM	AM	AM
TimeOut	:	4 : 30	4 : 30	4 : 30	4 : 30	4 : 30	:
	PM	PM	PM	PM	PM	PM	PM
(-)-Meal Break Mins		30	30	30	30	30	
Daily Tot Hrs Worked	0:00	0:00	0:00	0:00	0:00	0:00	0:00

**Paid Leave:**

Day	Sun	Mon	Tue	Wed	Thr	Fri	Sat
Annual Lv	:	:	:	:	:	:	:
Sick Lv	:	:	:	:	:	:	:
Personal Lv	:	:	:	:	:	:	:
Holiday Lv	:	:	:	:	:	:	:
Comp Time Used	:	:	:	:	:	:	:

Daily Tot Paid Leave	0:00	0:00	0:00	0:00	0:00	0:00	0:00
Daily Total Paid Hours	0:00	0:00	0:00	0:00	0:00	0:00	0:00

**Wrong Information needs to be Changed**

**Complete all areas of the time record with the correct numbers for each day and week.**

Week 2: Total Hours Paid: 0 Hours 00 Minutes.  
 Week 2: Total Unpaid Leave Hours: 0 hours 00 minutes

Employee Sign Off Date:

Employee Notes: Please change the 18th to 8 hours holiday leave.

*Emplyg  
3/30/19*

*Supervisor  
3/30/19*

Supervisor's Approval:

Supervisor Notes:

Time Worked:							
Day	Sun	Mon	Tue	Wed	Thr	Fri	Sat
Date	2/24	2/25	2/26	2/27	2/28	3/1	3/2
TimeIn	:	8 : 00	8 : 00	8 : 00	8 : 00	8 : 00	:
	AM	AM	AM	AM	AM	AM	AM
TimeOut	:	4 : 30	4 : 30	4 : 30	4 : 30	4 : 30	:
	PM	PM	PM	PM	PM	PM	PM
(-)Meal Break Mins		30	30	30	30	30	
Daily Tot Hrs Worked	0:00	0:00	0:00	0:00	0:00	0:00	0:00
Paid Leave:							
Day	Sun	Mon	Tue	Wed	Thr	Fri	Sat
Annual Lv	:	:	:	:	:	:	:
Sick Lv	:	:	:	:	:	:	:
Personal Lv	:	:	:	:	:	:	:
Holiday Lv	:	:	:	:	:	:	:
Comp Time Used	:	:	:	:	:	:	:

Daily Tot Paid Leave	0:00	0:00	0:00	0:00	0:00	0:00	0:00
Daily Total Paid Hours	0:00	0:00	0:00	0:00	0:00	0:00	0:00

Week 2: Total Hours Paid: 0 Hours 00 Minutes.

Week 2: Total Unpaid Leave Hours: 0 hours 00 minutes

**Sign-off on the  
Electronic time sheet  
And add a note that  
hardcopy has been submitted**



Employee Sign Off Date:

Employee Notes: Please change the 18th to 8 hours holiday leave.



Supervisor's Approval:  
Supervisor Notes:

*Emply  
3/3/11a*  
*Supervisor  
3/3/11a*

**Time Worked:**

Day	Sun	Mon	Tue	Wed	Thr	Fri	Sat
Date	2/24	2/25	2/26	2/27	2/28	3/1	3/2
TimeIn	:	8 : 00	8 : 00	8 : 00	8 : 00	8 : 00	:
	AM	AM	AM	AM	AM	AM	AM
TimeOut	:	4 : 30	4 : 30	4 : 30	4 : 30	4 : 30	:
	PM	PM	PM	PM	PM	PM	PM
(-)Meal Break Mins		30	30	30	30	30	
Daily Tot Hrs Worked	0:00	0:00	0:00	0:00	0:00	0:00	0:00

**Paid Leave:**

Day	Sun	Mon	Tue	Wed	Thr	Fri	Sat
Annual Lv	:	:	:	:	:	:	:
Sick Lv	:	:	:	:	:	:	:
Personal Lv	:	:	:	:	:	:	:
Holiday Lv	:	:	:	:	:	:	:
Comp Time Used	:	:	:	:	:	:	:

Daily Tot Paid Leave	0:00	0:00	0:00	0:00	0:00	0:00	0:00
Daily Total Paid Hours	0:00	0:00	0:00	0:00	0:00	0:00	0:00

Week 2: Total Hours Paid: 0 Hours 00 Minutes.

Week 2: Total Unpaid Leave Hours: 0 hours 00 minutes

**IMPORTANT:**

**And add a note that**

**hardcopy has been submitted**



**Employee Sign Off Date:**

**Employee Notes:** Please change the 18th to 8 hours holiday leave.

*Emply  
3/3/0119*

*Supervisor  
3/3/0119*



**Supervisor's Approval:**

**Supervisor Notes:**

**ALSO IMPORTANT: DOCUMENT WHY THIS IS BEING SUBMITTED**

**Include a written explanation why this time sheet is being submitted and any changes that need to occur.  
For example:**

**This time sheet was not completed by the deadline, and this hardcopy documents time worked 40 hours each week.**

**This time sheet reflects a change in the leave used. Please reduce the Holiday Leave bank by 8 hours for the Presidents Day Holiday and add 8 hours to the Annual Leave Bank.**

**This time sheet was not completed by the deadline, and now reflects the leave and work hours.  
Please reduce the annual leave by xx Hours.**

**This can be added to the bottom of the page, or typed on a separate page – depending on the number of changes and level of detail. This will ensure the PHR creator is making the appropriate changes to the employee's leave bank(s).**

**READY FOR SUBMISSION**

**After changes/additions  
have been inserted.**

Pay Period: 2019:18

From: 02/17/2019

To: 03/02/2019

WEEK 1									
Time Worked:									
Day	Sun	Mon	Tue	Wed	Thr	Fri	Sat		
Date	2/17	2/18	2/19	2/20	2/21	2/22	2/23		
TimeIn	:	:	8 :00	8 :00	8 :00	8 :00	:		
	AM	AM	AM	AM	AM	AM	AM		
TimeOut	:	:	4 :30	4 :30	1 :30	4 :30	:		
	PM	PM	PM	PM	PM	PM	PM		
(-)Meal Break Mins		30	30	30	0	30			
Daily Tot Hrs Worked	0:00	0:00	8:00	8:00	5:30	8 0:00	0:00		
Paid Leave:									
Day	Sun	Mon	Tue	Wed	Thr	Fri	Sat		
Annual Lv	:	<del>8 :00</del>	:	:	:	:	:		
Sick Lv	:	:	:	:	2 :30	:	:		
Personal Lv	:	:	:	:	:	:	:		
Holiday Lv	:	8 :00	:	:	:	:	:		
Comp Time Used	:	:	:	:	:	:	:		
Paid Leave which counts towards Family and Medical Entitlement:									
Daily Tot Paid Leave			0:00	8:00	0:00	0:00	2:30	0:00	0:00
Daily Total Paid Hours			0:00	8:00	8:00	8:00	8:00	8 0:00	0:00

40 HOURS

Week 1: Total Hours Paid: ~~32~~ hours 00 Minutes.

Week 1: Total Unpaid Leave Hours: 0 hours 00 minutes

**READY FOR SUBMISSION**

**After changes/additions have been inserted.**

**Be sure electronic sign off is done by both Employee and Supervisor AND sign and date before submitting hardcopy.**

**Scan (in color, if possible) to Business Manager for review before sending original.**

WEEK 2							
Time Worked:							
Day	Sun	Mon	Tue	Wed	Thr	Fri	Sat
Date	2/24	2/25	2/26	2/27	2/28	3/1	3/2
TimeIn	:	8 : 00	8 : 00	8 : 00	8 : 00	8 : 00	:
	AM	AM	AM	AM	AM	AM	AM
TimeOut	:	4 : 30	4 : 30	4 : 30	4 : 30	4 : 30	:
	PM	PM	PM	PM	PM	PM	PM
(-)Meal Break Mins		30	30	30	30	30	
Daily Tot Hrs Worked	0:00	8 0:00	8 0:00	8 0:00	8 0:00	8 0:00	0:00
Paid Leave:							
Day	Sun	Mon	Tue	Wed	Thr	Fri	Sat
Annual Lv	:	:	:	:	:	:	:
Sick Lv	:	:	:	:	:	:	:
Personal Lv	:	:	:	:	:	:	:
Holiday Lv	:	:	:	:	:	:	:
Comp Time Used	:	:	:	:	:	:	:
Daily Tot Paid Leave			0:00	0:00	0:00	0:00	0:00
Daily Total Paid Hours			8 0:00	8 0:00	8 0:00	8 0:00	8 0:00

Week 2: Total Hours Paid: ~~0~~ Hours 00 Minutes.  
 Week 2: Total Unpaid Leave Hours: 0 hours 00 minutes

This time sheet has been updated to document time worked and reflects a change in the leave used. Reduce the Holiday Leave bank by 8 hours for the Presidents Day Holiday and add 8 hours to the Annual Leave Bank.

**Employee Sign Off Date:**  
 Employee Notes: Please change the 18th to 8 hours holiday leave.

**Supervisor's Approval:**  
 Supervisor Notes:

*Embry  
3/3/14*  
*Supervisor  
3/3/14*



Questions:

Contact the Personnel Management Business Manager