



# WADSWORTH PUBLIC LIBRARY EMPLOYEE MANUAL

**Chapter: Compensation**  
**Section Number: 4.2**  
**Section Name: Time Sheets**  
**Last Revised:**

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- A. Employee time sheets showing hours worked and vacation, sick, personal days, etc. will be filled out by each employee and signed by the supervisor. All employees are to submit their time sheets to their supervisor by closing on Saturday. If the employee is not scheduled to work on the Saturday, the employee is to turn their time sheet in to their supervisor on the last day of work prior to Saturday.
  
- B. If time sheets are not properly submitted, pay may be held until the next payroll.