Procedure for Processing Relief Driver Time Sheets (Paper Document)

Relief Driver Time Sheets should be filled out, signed, dated, and sent to USL within one week of when the work was completed. This ensures that the Relief Driver is compensated for their work in a timely manner.

It is the responsibility of the Librarian to be sure that all of the following areas are complete.

1. Relief Driver's Name.
2. Relief Driver's EIN Number.
3. Pay Period End Date.
4. ORG number:
   - This is the UNIT number for the bookmobile for whom that the person drove.
5. Dates for each day in the time period.
6. Hours worked each day applicable.
7. Total hours for the week, and for the period.
8. Relief Driver's Signature and Date Signed
9. Librarian's Signature and Date Signed.

Relief Driver Time Sheets must be scanned or faxed to Executive Assistant/Support Services Coordinator, Executive Secretary, **and** Bookmobile Supervisor at USL.