

### Community Living-Central Huron -Activity Centre

Timesheet must be submitted to supervisor by 9 am Monday following pay period.

Each day begins at 12:01 a.m.

**NAME:** \_\_\_\_\_ **PAY PERIOD** \_\_\_\_\_ **FROM: (Sun.)** \_\_\_\_\_ **TO: (Sat.)** \_\_\_\_\_

	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	Total	<i>FOR OFFICE USE ONLY</i>
Date																Hours Worked
Hours Scheduled																Reg Hr
Attendent Care																O/T (1.5 x rate)
Snoezelen Room																T.O. Earned (-)
Support (other) Direct																T.O. Used
Support Indirect																Vac Hrs
Forms/Reports																Stat Hrs
Meetings (specify)																Sick Hrs
Prof. Development																Float Hrs
Other																Brevmnt Hrs
<b>Actual Hrs Wrk'd</b>																Personal Hrs
Vacation Hrs	+															<b>Hours Paid</b>
Stat Hrs	+															
Sick Hrs	+															
Float Hrs	+															
Bervmt Hrs	+															
Personal Hrs	+															
<i>Hours Subtotal</i>	=															
Time Owing Used	+															
<b>Total Hours Paid</b>	=															

**Balance of Hours**

	Week Block	Vac	Sick	Float	Shift Exchange
Opening					
Earned					
Used					
Closing					

**Comments**

Date	Hours	Reason/Approval

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Supervisor's Signature

Each employee is responsible for the accuracy of their own timesheet

Revised: May 15/18