

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.)** _____

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

Employee's Signature

Supervisor's Signature

Balance of Hours

	Week Block	Vac	Sick	Float	Shift Exchange
Opening					
Earned					
Used					
Closing					

Time Owing Earned

Date	Hours	Reason

Each employee is responsible for the accuracy of their own timesheet

Revised: August 4/16

