

Community Living-Central Huron - Community Connector

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 Hours
Actual Shifts Worked																O/T (1.5x rate)
Support - Direct																T.O. Earned (-)
- Indirect																T.O. Used
Contact/Involvement with other Agencies/Services																Vac Hrs
Transportation																Stat Hrs
Supervision																Sick Hrs
Committee/Board Invol.																Float Hrs
Records/Report/Files																Brevmnt Hrs
Prof. Development																Personal Hrs
Actual Hrs Wrk'd																Hours Paid
Vacation Hrs +																
Stat Hrs +																
Sick Hrs +																
Float Hrs +																
Bervmt Hrs +																
Personal Emerg Leave																
<i>Hours Subtotal</i> =																
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					

Comments

Date	Hours	Reason/Approval

Each employee is responsible for the accuracy of their own timesheet