

Community Living-Central Huron - Residential

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																Total		
Location - # 1																	Hours Worked	
Location - # 2																	# 1	
Location - # 3																	# 2	
Scheduled Shifts																	# 3	
Call-in Shift(s)																		
Actual Shifts Worked																	Reg Hrs	
Direct Support																		
Staff Training																	O/T (1.5 x rate)	
Meetings																		
Actual Hrs Wrk'd																	T.O. Earned (-)	
Vacation Hrs	+																T.O. Used	
Stat Hrs	+																Vac Hr	
Sick Hrs	+																Stat Hr	
Float Hrs	+																Sick Hr	
Bervmt Hrs	+																Float Hr	
<i>Hours Subtotal</i>	=																Bervmt Hr	
Time Owing Earned	-																	
Time Owing Used	+																Hours Paid	
Total Hours Paid	=																	

Employee's Signature

Supervisor's Signature

Balance of Hours

	Week Block	Vac	Sick	Float	Shift Exchange
Opening					
Earned					
Used					
Closing					

Each employee is responsible for the accuracy of their own timesheet

Time Owing Earned

Date	Hours	Reasons

Revised: August 4/16