

Time Sheet

Employee Name: _____ Community: _____
 Employee Signature: _____ Department: _____
 Dates: _____ PR#: _____

Hours worked in the community

DATES:								Total
Regular Time								
Availability (on call hours/8)								
Recall (call back)								
Over time*								
Grand total:								

**Justify hours on overtime sheet*

Description of Overtime

DATES:	REASON	ARR. TIME	DEP. TIME	CALL BACK	TIME

I agree with the above information

 Coordinator Sub-service Date

Travel time & premiums (for agency purposes)

DATES:		Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total
Travel Time									
Premiums	Evening								
	Night								
	Weekend								

Please have approved and return before... by fax... or email...

