



STAFF TIME SHEET

Name: _____

Pay Period: _____, 200

DATES <i>(eg. Jan. 8/07)</i>	Hours – CLI <i>(eg. 8:30-4)</i>	Hours - EXE	Hours - GB	Hours - WIN	Hours - GOD	Daily Totals <i>(eg. 7.0)</i>	NOTES- Fill in, Extra Hrs, etc. <i>(eg. fill in for Clinton)</i>
MON							
TUE							
WED							
THU							
FRI							
MON							
TUE							
WED							
THU							
FRI							
SAT							
TOTALS:							

TOTAL HOURS SPENT ON FUNDRAISING (PAID OR UNPAID)

COORDINATORS:

- ▶ Prior to each pay period, post schedules at each site.
- ▶ Once received and reconciled, initial staff time sheets and forward to admin office no later than 11:00 am Monday following the pay period.

EMPLOYEES:

- ▶ It is your responsibility to submit your time sheet to your Coordinator (in-person or via fax) at the end of your last shift of the pay period.
- ▶ It is important for all employees to submit a timesheet even if they do not have any hours to report.
- ▶ Should you be required to work extra hours for an agency-wide event, such as all-staff meetings, please post those hours to your home site.
- ▶ Please indicate VAC or SICK or PPD or LOA days where and when you were scheduled to work.

EMPLOYEE SIGNATURE: _____

DATE: _____