

TIMESHEET REPORT

Enter your hours in the columns that are highlighted in blue.

Date	Total hours
F 2/4/11	
S 2/5/11	
S 2/6/11	
M 2/7/11	7
T 2/8/11	7
W 2/9/11	7.25
Th 2/10/11	7
28.25	

SA Services			Youth Specific SA Services		
Advocacy	Outreach and Education	Support Group	Advocacy	Outreach and Education	Support Group
CSBG-2DV	CDD	CDD	CSBG-2DV	CDD	CDD
1	0.5		3	1.5	1
1		1	3	2	
0.75	0.5	0.5	5		0.5
1.5	1.5	1	3		

F 2/11/11	7.75
S 2/12/11	
S 2/13/11	
M 2/14/11	7
T 2/15/11	7
W 2/16/11	7
Th 2/17/11	7
35.75	

2.5	1	1	3.25		
1.5	1		3		1.5
4	1	1		0.5	0.5
3	0.5	1	2	0.5	
2	2	0.5	2	0.5	
27%	13%	9%	38%	8%	5%

SAMPLE

TIMESHEET REPORT

Enter your hours only in the columns that are highlighted in blue.

PAY PERIOD 2/4/11 to 2/17/11

Date	Hours Worked by Program				Total Hours Worked	Claimed Leave-Time						Total Hours Paid
	CSBG-2DV	CDD				CPAF Holiday	Floating Holiday	Sick	Vac	Election	Jury duty/ bereavemt	
F 2/4/11							7					7
S 2/5/11												
S 2/6/11												
M 2/7/11	4	3			7	SAMPLE						7
T 2/8/11	4	3			7							7
W 2/9/11	5.75	1.5			7.25							7.25
Th 2/10/11	4.5	2.5			7							7
WEEKLY TOTAL	18.25	10			28.25							35.25
F 2/11/11	5.75	2			7.75							7.75
S 2/12/11												
S 2/13/11												
M 2/14/11	4.5	2.5			7							7
T 2/15/11	4	3			7							7
W 2/16/11	5	2			7							7
Th 2/17/11	4	3			7							7
WEEKLY TOTAL	23.25	12.5			35.75							35.75
TOTAL FOR PAY PERIOD	41.5	22.5			64							71

Comments:

Certification

Attendance, absences and overtime recorded are accurate, verified and/or in accordance with legal requirements and prescribed directives.

Name

Program Associate

Title

Employee Signa

Supervisor's Signature

Type of Leave	Beginning Balance	Accrued this P/P	Claimed this P/P	Ending Balance
Floating Holiday	12.00	-	7.00	5.00
Sick	64.93	3.23	-	68.16
Vacation	16.67	2.69	-	19.36

Balance from previous pay period

Floating Holiday	12.00
Sick-time	64.93
Vacation	16.67