

Community Connections

CMH Direct Service Staff Payroll Time Sheet

Keep track of your time everyday. Turn into supervisor no later than 9 a.m. on timesheet day - check timesheet due date schedule for dates.

MONTH/YEAR	LAST NAME	FIRST NAME	-----To be completed by employee-----										Completed by Payroll	
Date	Hours Worked by Activity									Total Hours	Straight Time	Over Time		
	1 MHA Direct Service	2 MHA Mtgs/ Trainings	3 MHA Special Projects & Notes	4 CMH Admin	5	6	7	Holiday Hours	Paid Leave Hours					
1	-	-	-	-	-	-	-	-	-	-				
2	-	-	-	-	-	-	-	-	-	-				
3	-	-	-	-	-	-	-	-	-	-				
4	-	-	-	-	-	-	-	-	-	-				
5	-	-	-	-	-	-	-	-	-	-				
6	-	-	-	-	-	-	-	-	-	-				
7	-	-	-	-	-	-	-	-	-	-				
8	-	-	-	-	-	-	-	-	-	-				
9	-	-	-	-	-	-	-	-	-	-				
10	-	-	-	-	-	-	-	-	-	-				
11	-	-	-	-	-	-	-	-	-	-				
12	-	-	-	-	-	-	-	-	-	-				
13	-	-	-	-	-	-	-	-	-	-				
14	-	-	-	-	-	-	-	-	-	-				
15	-	-	-	-	-	-	-	-	-	-				
Front Total														

****ONLY COMPLETE THIS SECTION FOR DRAW REQUEST****

For a payroll draw, turn a signed copy of this into your supervisor by 9 a.m. on the 16th, or 5 p.m. the day before if the 16th falls on a weekend or holiday. Note: POW one day earlier

\$

Draw Request Amount

Employee Signature

Supervisor Signature

(Cannot be more than 75% of hours worked)

(Max is 75% of hours worked = .75 x hrs worked x hrly wage)

MONTH/YEAR

LAST NAME

FIRST NAME

-----To be completed by employee-----											Completed by Payroll	
Date	Hours Worked by Activity									Total Hours	Straight Time	Over Time
	1 MHA Direct Service	2 MHA Mtgs/ Trainings	3 MHA Special Projects & Notes	4 CMH Admin	5	6	7	Holiday Hours	Paid Leave Hours			
16	-	-	-	-	-	-	-	-	-			
17	-	-	-	-	-	-	-	-	-			
18	-	-	-	-	-	-	-	-	-			
19	-	-	-	-	-	-	-	-	-			
20	-	-	-	-	-	-	-	-	-			
21	-	-	-	-	-	-	-	-	-			
22	-	-	-	-	-	-	-	-	-			
23	-	-	-	-	-	-	-	-	-			
24	-	-	-	-	-	-	-	-	-			
25	-	-	-	-	-	-	-	-	-			
26	-	-	-	-	-	-	-	-	-			
27	-	-	-	-	-	-	-	-	-			
28	-	-	-	-	-	-	-	-	-			
29	-	-	-	-	-	-	-	-	-			
30	-	-	-	-	-	-	-	-	-			
31	-	-	-	-	-	-	-	-	-			
Back Total												
Front Total												
Grand Total												

Employee Signature Date

Supervisor Signature Date

Completed by Payroll			
Regular		Holiday	
OT		Paid Lv	
Total Hrs Paid			