

Community Connections DD 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	2	3	4	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-----

Date	Hours Worked by Activity								Holiday Hours	Paid Leave Hours	Total Hours	Completed by Payroll	
	1	2	3	4	5	6	7	Straight Time				Over Time	
16	-	-	-	-	-	-	-	-	-	-			
17	-	-	-	-	-	-	-	-	-	-			
18	-	-	-	-	-	-	-	-	-	-			
19	-	-	-	-	-	-	-	-	-	-			
20	-	-	-	-	-	-	-	-	-	-			
21	-	-	-	-	-	-	-	-	-	-			
22	-	-	-	-	-	-	-	-	-	-			
23	-	-	-	-	-	-	-	-	-	-			
24	-	-	-	-	-	-	-	-	-	-			
25	-	-	-	-	-	-	-	-	-	-			
26	-	-	-	-	-	-	-	-	-	-			
27	-	-	-	-	-	-	-	-	-	-			
28	-	-	-	-	-	-	-	-	-	-			
29	-	-	-	-	-	-	-	-	-	-			
30	-	-	-	-	-	-	-	-	-	-			
31	-	-	-	-	-	-	-	-	-	-			
Back Total													
Front Total													
Grand Total													
Code													

Employee Signature

Date

Supervisor Signature

Date

Completed by Payroll			
Regular		Holiday	
OT		Paid Lv	
Total Hrs Paid			