

Community Connections

OARS 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-----												
Date	Hours Worked by Activity									Total Hours	Completed by Payroll	
	1	2	3	4	5	6	7	Holiday Hours	Paid Leave Hours		Straight Time	Over Time
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

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Draw Request Amount <small>(Cannot be more than 75% of hours worked)</small>	Employee Signature	Supervisor Signature
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(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									Total Hours	Completed by Payroll	
	1	2	3	4	5	6	7	Holiday Hours	Paid Leave Hours		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			