

Community Connections Payroll Time Sheet

Month/Year _____

Last Name _____

First Name _____

Date	Customer, Activity, and/or Program							Regular Hours	Ot Hrs Code	Holiday	Paid Leave	Total
	1	2	3	4	5	6	7					
1	-	-	-	-	-	-	-					
2	-	-	-	-	-	-	-					
3	-	-	-	-	-	-	-					
4	-	-	-	-	-	-	-					
5	-	-	-	-	-	-	-					
6	-	-	-	-	-	-	-					
7	-	-	-	-	-	-	-					
8	-	-	-	-	-	-	-					
9	-	-	-	-	-	-	-					
10	-	-	-	-	-	-	-					
11	-	-	-	-	-	-	-					
12	-	-	-	-	-	-	-					
13	-	-	-	-	-	-	-					
14	-	-	-	-	-	-	-					
15	-	-	-	-	-	-	-					
Front Total												

For a payroll draw, turn a signed copy of this into your supervisor by 9:00 a.m. on the 16th, or 5:00 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
Only complete this section for draw request		

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

NAME _____

Payroll Time Sheet Pg. 2

Date	Customer, Activity, and/or Program							Regular Hours	Ot Hrs Code	Holiday	Paid Leave	Total
	1	2	3	4	5	6	7					
16	-	-	-	-	-	-	-					
17	-	-	-	-	-	-	-					
18	-	-	-	-	-	-	-					
19	-	-	-	-	-	-	-					
20	-	-	-	-	-	-	-					
21	-	-	-	-	-	-	-					
22	-	-	-	-	-	-	-					
23	-	-	-	-	-	-	-					
24	-	-	-	-	-	-	-					
25	-	-	-	-	-	-	-					
26	-	-	-	-	-	-	-					
27	-	-	-	-	-	-	-					
28	-	-	-	-	-	-	-					
29	-	-	-	-	-	-	-					
30	-	-	-	-	-	-	-					
31	-	-	-	-	-	-	-					
Back Total												
Front Total												
Totals												
Reg. Hrs												
OT Hrs												
Labor Code												
Sup. Initials												

Labor Code		
Sup. Initials		

Employee Signature: _____ Supervisor Signature: _____

Date: _____ Date: _____