

COMMUNITY CONNECTIONS TIMESHEET

CMH Direct Service Staff

Keep track of your time everyday. Turn into supervisor no later than 12 p.m. on timesheet day. Check timesheet due date schedule for dates.

- 1st-8th
- 16th-23rd

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
	MHA Direct Service	MHA Direct Service	MHA Direct Service	MHA Mtgs/Tmgs	MHA Mtgs/Tmgs	MHA Special Projects	MHA Special Projects	CMH Admin			Holiday Hours			
1	-	-	-	-	-	-	-	-	-	-	-	-		
16														
2	-	-	-	-	-	-	-	-	-	-	-	-		
17														
3	-	-	-	-	-	-	-	-	-	-	-	-		
18														
4	-	-	-	-	-	-	-	-	-	-	-	-		
19														
5	-	-	-	-	-	-	-	-	-	-	-	-		
20														
6	-	-	-	-	-	-	-	-	-	-	-	-		
21														
7	-	-	-	-	-	-	-	-	-	-	-	-		
22														
8	-	-	-	-	-	-	-	-	-	-	-	-		
23														
Front Total														

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

For a payroll draw, turn a signed copy of this into your supervisor by 12 p.m. on timesheet day.

\$

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)

