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	
	Hours Worked by Activity														
Date	MHA Direct Service	MHA Direct Service	MHA Direct Service	MHA Mtgs/Trngs	MHA Mtgs/Trngs	MHA Special Projects	MHA Special Projects	CMH Admin			Holiday Hours	Paid Leave Hours	**Total Hours**	**Straight Time**	**Over Time**
1 / 16	-	-	-	-	-	-	-	-	-	-	-	-			
2 / 17	-	-	-	-	-	-	-	-	-	-	-	-			
3 / 18	-	-	-	-	-	-	-	-	-	-	-	-			
4 / 19	-	-	-	-	-	-	-	-	-	-	-	-			
5 / 20	-	-	-	-	-	-	-	-	-	-	-	-			
6 / 21	-	-	-	-	-	-	-	-	-	-	-	-			
7 / 22	-	-	-	-	-	-	-	-	-	-	-	-			
8 / 23	-	-	-	-	-	-	-	-	-	-	-	-			
Front Total															

☐ **9th-15th**
☐ **24th-31st**

MONTH/YEAR **LAST NAME** **FIRST NAME**

	TO BE COMPLETED BY EMPLOYEE													Completed by Payroll	
	Hours Worked by Activity														
Date	MHA Direct Service	MHA Direct Service	MHA Direct Service	MHA Mtgs/Trngs	MHA Mtgs/Trngs	MHA Special Projects	MHA Special Projects	CMH Admin			Holiday Hours	Paid Leave Hours	**Total Hours**	**Straight Time**	**Over Time**
9	-	-	-	-	-	-	-	-	-	-	-	-			
24															
10	-	-	-	-	-	-	-	-	-	-	-	-			
25															
11	-	-	-	-	-	-	-	-	-	-	-	-			
26															
12	-	-	-	-	-	-	-	-	-	-	-	-			
27															
13	-	-	-	-	-	-	-	-	-	-	-	-			
28															
14	-	-	-	-	-	-	-	-	-	-	-	-			
29															
15	-	-	-	-	-	-	-	-	-	-	-	-			
30															
	-	-	-	-	-	-	-	-	-	-	-	-			
31															
Back Total															
Front Total															
Grand Total															

Employee Signature Date

Supervisor Signature Date

Completed by Payroll			
Regular		**Holiday**	
OT		**Paid Leave**	
Total Hrs Paid			