

# COMMUNITY CONNECTIONS TIMESHEET

DD 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										Holiday Hours	Paid Leave Hours	Total Hours	Straight Time	Over Time
	1	2	3	4	5	6	7	8	9	10					
1 16	-	-	-	-	-	-	-	-	-	-	-	-			
2 17	-	-	-	-	-	-	-	-	-	-	-	-			
3 18	-	-	-	-	-	-	-	-	-	-	-	-			
4 19	-	-	-	-	-	-	-	-	-	-	-	-			
5 20	-	-	-	-	-	-	-	-	-	-	-	-			
6 21	-	-	-	-	-	-	-	-	-	-	-	-			
7 22	-	-	-	-	-	-	-	-	-	-	-	-			
8 23	-	-	-	-	-	-	-	-	-	-	-	-			
Front Total															

