

COMMUNITY CONNECTIONS TIMESHEET
OARS 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		
																	Holiday Hours
1 16	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
2 17	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
3 18	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
4 19	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
5 20	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
6 21	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
7 22	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
8 23	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Front Total																	

