COMMUNITY CONNECTIONS TIMESHEET

Opportunity House 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	Opportunity House	Opportunity House		Shift Differential - Opportunity House	Shift Differential - Opportunity House		HUD CLEAN				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	Opportunity House	Opportunity House		Shift Differential - Opportunity House	Shift Differential - Opportunity House		HUD CLEAN				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															
Code															

Employee Signature Date

Supervisor Signature Date

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