

# TRI-COUNTY COMMUNITY BASED SERVICES WEEKLY TIME SHEET

**EMPLOYEE NAME:** \_\_\_\_\_

**WEEK BEGINNING MONDAY:** \_\_\_\_\_

**DIRECTIONS:** Enter total hours worked per day. Indicate number of hours worked and indicate codes using table on back.

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
TIME IN							
TIME OUT							
SUB TOTAL							
<b>CODE</b>							
TIME IN							
TIME OUT							
SUB TOTAL							
<b>CODE</b>							
TIME IN							
TIME OUT							
SUB TOTAL							
<b>CODE</b>							
TIME IN							
TIME OUT							
SUB TOTAL							
<b>CODE</b>							
TIME IN							
TIME OUT							
SUB TOTAL							
<b>CODE</b>							
TIME IN							
TIME OUT							
SUB TOTAL							
<b>CODE</b>							
LEAVE TIME							
TOTAL HOURS							

**LEAVE TIME =** VL=VACATION LEAVE - SL=SICK LEAVE - PL=PERSONAL LEAVE - H=HOLIDAY -  
 B=BEREAVEMENT - FSL=FAMILY SICK LEAVE - LWOP=LEAVE WITHOUT PAY -  
 ALWOP=APPROVED LEAVE WITHOUT PAY - O=OTHER

*MY SIGNATURE REFLECTS ACTUAL HOURS WORKED. FALSIFICATION OF THIS DOCUMENT WILL RESULT IN DISCIPLINARY ACTION.*

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**OVER FOR CODES →**

EMPLOYEE NAME: \_\_\_\_\_

WEEK BEGINNING MONDAY: \_\_\_\_\_

**DIRECTIONS:** Enter total hours worked per day.  
Indicate number of hour (s) worked and funding source using  
one of the codes listed on the back.

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
TIME IN				8:00			
TIME OUT				9:00			
SUB TOTAL - FUNDING SOURCE CODE (s)				1= SRT			
TIME IN				9:00			
TIME OUT				1:30			
SUB TOTAL - FUNDING SOURCE CODE (s)				4.5 = SA			
TIME IN				1:30			
TIME OUT				2:30			
SUB TOTAL - FUNDING SOURCE CODE (s)				1= SRT			
TIME IN				3:30			
TIME OUT				4:00			
SUB TOTAL - FUNDING SOURCE CODE (s)				.5 = SA			
TIME IN							
TIME OUT							
SUB TOTAL - FUNDING SOURCE CODE (s)							
SHIFT- DIFFERENTIAL							
TIME IN							
LEAVE TIME							
<b>TOTAL HOURS WORKED</b>				7			

VL=VACATION LEAVE SL=SICK LEAVE PL=PERSONAL LEAVE H=HOLIDAY  
 B=BEREAVEMENT FSL=FAMILY SICK LEAVE LWOP=LEAVE WITHOUT PAY  
 O=OTHER(SPECIFY)

MY SIGNATURE REFLECTS ACTUAL HOURS WORKED. FALSIFICATION OF THIS DOCUMENT WILL RESULT IN DISCIPLINARY ACTION.

SIGNATURE \_\_\_\_\_