52784

Creative Community Living Services, Inc.

Payroll Timesheet

Employee Number

Employee Name

Cost Center

Job Code

Week Of

Day	Begin Time	End Time	Cost Center	Client	Job Code	Ben.	Void
	: _ am _ pm	: _ am _ pm					_

The purpose of this form is to collect employee time/attendance data and eliminate manual calculations of regular, overtime, etc. Data from this form is electronically imported into payroll software, thereby eliminating manual keying all together. This is the least expensive and simplist time and attendance system you will ever find. Cost? Only $1.19 per employee per month plus a small monthly service fee.

1 2 3 4 5 6

HOW IT WORKS: Staff fill in the day [1] and the time in and out [2]. Then they identify if the worked cost center [3], client [4], or job code [5] if it was different than the defaults listed on the top of the form. Finally, the type of time is filled in [6] using codes listed at the bottom of the form.

Employee Signature

Supervisor Signature

Timesheet of

Day: SU=Sunday,MO=Monday,TU=Tuesday,WE=Wednesday,TH=Thurday,FR=Friday,SA=Saturday

Ben.: V=Vacation,S=Sick,H=Holiday,B=Birthday,P=Personal,F=Funeral,J=Jury Duty,T=Training, O=Overnight Paid Sleep, M=Meeting

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