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| Families MatterS  36355 Main Suite #2  New Baltimore, MI 48047  Phone 586-725-6026 Fax 586-725-1887 | TIME SHEET |

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| --- | --- | --- | --- |
| Employee Name: |  | Title: |  |
| Client Name: |  |  |  |
| Department: |  | Supervisor: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Pay Period: | / / -- / / | Week # | ONE or TWO |
| Month/ Day/ Year Month/ Day/ Year | (Circle Week) | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Day | DateMonth/Day/Year | Start Time (Include am/pm) | End Time (Include am/pm) | Regular Hrs. | TrainingHrs. | Overtime Hrs. |
| **SUNDAY** |  |  |  |  |  |  |
| **MONDAY** |  |  |  |  |  |  |
| **TUESDAY** |  |  |  |  |  |  |
| **WEDNESDAY** |  |  |  |  |  |  |
| **THURSDAY** |  |  |  |  |  |  |
| **FRIDAY** |  |  |  |  |  |  |
| **SATURDAY** |  |  |  |  |  |  |
|  |  |  | Weekly Totals |  |  |  |

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| **Employee signature:** |  | Date: |  |
| **Supervisor signature:** |  | Date: |  |

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| **Client/Guardian/Parent Signature:** Date: |

Time sheets are due in their original form every Monday by 10:00 am to Families MatterS. Failure to comply may result in a delay in payment. All necessary documentation is also due. The timesheet MUST correlate with required documentation for payment.