



1993 Whittaker Rd
 Ypsilanti, MI 48197
 Phone 734-273-0013 Fax: 734-221-5661

Employee Name: _____
 Week Start to End: _____

Title: COMMUNITY LIVING SPECIALIST
 Site Name: _____

Date	Start Time	End Time	Start Time	End Time	Code	PTO	Total hours
Sun:							
Mon:							
Tues:							
Wed:							
Thurs:							
Fri:							
Sat:							

Date	Start Time	End Time	Start Time	End Time	Code	PTO	Total hours
Sun:							
Mon:							
Tues:							
Wed:							
Thurs:							
Fri:							
Sat:							

Employee Signature: _____

Date: _____

Manager Signature: _____

Date: _____

Codes:
 Training=T
 Meeting=M

- PLEASE DO NOT ADD UP YOUR HOURS OR WRITE ANY COMMENTS ON YOUR TIMESHEETS; THIS IS A LEGAL DOCUMENT AND SHOULD BE TREATED AS SUCH.
- PLEASE USE ONLY BLUE OR BLACK INK.
- TIMESHEETS ARE DUE EVERY OTHER FRIDAY BY 4PM, NO LATER THAN MONDAY BY 9AM.
- PLEASE WRITE LEGIBLY AND HAVE YOUR SUPERVISOR SIGN YOUR TIMESHEET BEFORE TURNING THEM IN.
- YOU MUST FILL OUT A TIMESHEET FOR EACH SITE YOU WORK AT.
- MAKE SURE YOU HAVE THE CORRECT DATES AND TIMES.