



# Community Jobs Worksite Timesheet

Client Name: \_\_\_\_\_ Worksite: \_\_\_\_\_ Pay Period: \_\_\_\_\_

Worksite Schedule (Show as Times – i.e. 1-4):

Sun	Mon	Tue	Wed	Thu	Fri	Sat

- Make up hours must be within the same pay period of an absence
- Worksite Evaluations must accompany all timesheets; Job Specific Skills evaluation must be submitted at least once per month

Hours Worked with Start and End Times							Absences		Office Use Only		
Circle Date	Start Time	Meal Break Start	Meal Break End	End Time	Total Hours Worked	Holiday Hours	Notified of Absence (yes/no)	Reason for Absence	Excused (E) Unexcused (U)	Sick Leave	Total Absent Hours
1/16											
2/17											
3/18											
4/19											
5/20											
6/21											
7/22											
8/23											
9/24											
10/25											
11/26											
12/27											
13/28											
14/29											
15/30											
31											
<b>Total Hours</b>											

I certify the information contained on this timesheet is true and correct.

Supervisor/Asst. Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Case Manager Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Client Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*It is the worksite supervisor's responsibility to make sure all timesheets are filled out completely and accurately\*

## **Timesheet Instructions**

At a minimum, timesheets must (Program Guidelines, page 26):

- Be signed by a supervisor or assistant supervisor
- Clearly show start and end times for the work shift and any unpaid lunch breaks
- Changes must include the initials of who made the change and the date of the change
  - Do not use whiteout
- Make up hours must be noted
- Must indicate the hour of absences and type of absence (excused or unexcused)
  - If the client is using any paid sick leave, it must be documented
- Hours worked must match the worksite schedule in the IDP
- Properly identify holiday hours
  - The IDP worksite schedule determines which holidays and how many hours can be credited

Additional Information:

- A 30-minute meal break must be given if the client is working over five (5) hours in any one shift. Meal breaks are unpaid. Do not include time spent on meal breaks in the "Total Hours Worked" column.
- If entering partial hours, use decimals
  - 1-15 minutes = .25
  - 16-30 minutes = .5
  - 31-45 minutes = .75