COMMUNITY LIVING ST. MARYS AND AREA

Information Concerning this Pay Period	**For Central Admin Use Only**

Pay Period Ending: _____

Total All Timesheets: _____

Employee Name: _____

Hours Worked: _____

Employee Position: _____

Vacation Hours: _____

Activity Codes	D = Direct	R = Relief	A = Admin	V = Vacation	S = Sick	B = Bereavement

Stat Allowance

Hours Worked With	Sat	Sunday	Monday	Tuesday	Wed	Thursday	Friday	Saturday	Sunday	Monday	Tuesday	Wed	Thursday	Friday	Hours Worked	At Reg Hours	At 1.5 Hours	Vac Hours
VACATION ONLY																		
Office Use Only																		
Office Use Only																		
Office Use Only																		
Office Use Only																		
Office Use Only																		

Example OT: 90 - 88 = 2 hours for time and a half calculation divided equally between two people, 1 hr each to OT. Use OT column for hours worked on a Stat. Deduct that from hours worked and put amount in To Reg Hrs.

Net Total Payable Hours

Cross check = At Reg Hours + At 1.5 Hours = Hours Worked

Employee Signature _____   **Approved By** _____   Form Revised: May 2015 VLL