Time Sheet

CSA# | CSA00000123007 | Sub# |078|

Richard Parrent

(606) 547-8502

Site: Neighbors Helping Neighbors

Phone: (606) 327-5677

Supervisor: Todd Young

Phone: (606) 327-5677

	Example	1 Sun	2 Mon	3 Tue	4 Wed	5 Thu	6 Fri	7 Sat	8 Sun	9 Mon	10 Tue	11 Wed	12 Thu	13 Fri	14 Sat	15	16
1	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
2	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
3	☐	☐	☒	☒	☒	☒	☒	☐	☐	☒	☒	☒	☒	☒	☐	☐	☐
4	☒	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
5	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
6	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
7	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
8	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
.5	☒	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
	4.5																

Enter Total and In-Kind with only one decimal (Example 2.5). **Grand Total:** 30

Do not leave In-Kind blank! Write "0" if no In-Kind hours. **In-Kind:** 4.5

Payroll Period:

Start 12 /03 /20 17   End 12 /16 /20 17

The undersigned hereby certify that the report is correct for the payroll period

Participant Signature _Richard Parrent_   12 /14 /20 17

Site Supervisor Signature _____ 12 /14 /20 17

Completed timesheets can be either faxed or emailed to the number or address below.

☐ OJE ☐ Training

Fax to: (703) 997-7220

Email to: 078@ncoa.org

DO NOT SEND COVER SHEETS. DO NOT SEND ANYTHING IN ADDITION TO YOUR TIME SHEET SENDING COVER SHEETS OR OTHER DOCUMENTS WILL CAUSE ERRORS, AND YOU MAY NOT GET PAID. DO NOT USE SOME ELSE'S TIME SHEET. THE HOURS WILL NOT BE CREDITED TO YOU. USING SOMEONE ELSE'S TIME SHEET WILL CAUSE ERRORS FOR BOTH OF YOU.