



Member Time Sheet

Member: _____

Pay Period: 6/26/10 – 7/9/10

Site: _____

Time Sheet Due: 7/14/10

| Week 1 | | Direct Service | Training | Community Benefit | Fundraising | Total | Site-Supervisor Initials |
|--------|-----------|----------------|----------|-------------------|-------------|-------|--------------------------|
| 6/26 | Saturday | | | | | | |
| 6/27 | Sunday | | | | | | |
| 6/28 | Monday | | | | | | |
| 6/29 | Tuesday | | | | | | |
| 6/30 | Wednesday | | | | | | |
| 7/1 | Thursday | | | | | | |
| 7/2 | Friday | | | | | | |

Week 1 Total: _____

| Week 2 | | Direct Service | Training | Community Benefit | Fundraising | Total | Site-Supervisor Initials |
|--------|-----------|----------------|----------|-------------------|-------------|-------|--------------------------|
| 7/3 | Saturday | | | | | | |
| 7/4 | Sunday | | | | | | |
| 7/5 | Monday | | | | | | |
| 7/6 | Tuesday | | | | | | |
| 7/7 | Wednesday | | | | | | |
| 7/8 | Thursday | | | | | | |
| 7/9 | Friday | | | | | | |

Week 2 Total: _____

Pay Period (week 1 & week 2) Total: _____ **Program Assistant Initials:** _____

If entering fractions of an hour use the following guide: 15 min. = .25, 30 min. = .50, 45 min. = .75

DIRECTIONS:

- All changes or corrections **MUST** be lined through and initialed by the member and site-supervisor. **NO WHITE OUT MAY BE USED**
- Time sheets not signed by both member and initialed by site-supervisor will not be accepted.
- All hours not directly involved with regular direct service schedule must be pre-authorized by Program Manager. (e.g. special service projects, make-up hours, etc.)
- Original time sheets must be submitted to Program Assistant by due to date to avoid delay in payment of living allowance.
- Lunch breaks do not count as service hours so complete the form accordingly.
- Divide your total hours according to the activities you performed (direct service, training, etc). Record these activity hours in the appropriate columns. **Please note that adding the hours listed in the activity columns should equal the number in the total hours column.**
- Check math to make sure hours are added properly. Your service log will be sent back to you for corrections if there are mathematical errors found; this could delay your living allowance check.

I verify the above time sheet reflects the true member service record for the stated time period.

Member Signature

Date

Program Director Signature

Date