



Member Time Sheet

Member: _____

Pay Period: 7/10/10 – 7/23/10

Site: _____

Time Sheet Due: 7/28/10

Week 1		Direct Service	Training	Community Benefit	Fundraising	Total	Site-Supervisor Initials
7/10	Saturday						
7/11	Sunday						
7/12	Monday						
7/13	Tuesday						
7/14	Wednesday						
7/15	Thursday						
7/16	Friday						

Week 1 Total: _____

Week 2		Direct Service	Training	Community Benefit	Fundraising	Total	Site-Supervisor Initials
7/17	Saturday						
7/18	Sunday						
7/19	Monday						
7/20	Tuesday						
7/21	Wednesday						
7/22	Thursday						
7/23	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 _____