

OUR ULTIMATE MEASURE
OF SUCCESS

“...we succeed when people reach their
outcomes. This keeps us working and
making continuous changes in our practice
to achieve our mission.”



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EMPLOYEE TIME SHEET

EMPLOYEE:	DEPARTMENT:
PAY PERIOD:	PAY DATE:
EMPLOYEE SIGNATURE:	SUPERVISOR SIGNATURE:

Week 1

Date	Person/Training/ Meeting	Time in	Time out	Person/Training/ Meeting	Time in	Time out	Total Hours

Week 2

Date	Person/Training/ Meeting	Time in	Time out	Person/Training/ Meeting	Time in	Time out	Total Hours

Total Regular Hours		Total O/T Hours	
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