

Site:

TIMESHEET

**Children’s Choice Child Care Services Inc.**

 First Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Last Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Record hours daily; Staff who work at multiple sites MUST complete a separate sheet for each site.

Non-ratio Hours MUST be described on the bottom of this page in order to be paid for them.

 ***Ratio in* *Core Program* *Assistant in* *Enrichment Program\****

 **Date Time In Time Out Time In Time Out Total Hours Time In Time Out Total Hours**

Mon\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_ to\_\_\_\_\_\_\_\_\_\_

Tue \_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_ to\_\_\_\_\_\_\_\_\_\_

Wed\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_ to\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_ to\_\_\_\_\_\_\_\_\_\_

Thur\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_ to\_\_\_\_\_\_\_\_\_\_

Fri \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_ to\_\_\_\_\_\_\_\_\_\_

 **Core Total** 1  **Enrichment** **Total** 2

 \*If you worked as an Assistant in the Enrichment Program, write the name of the class for each day worked:

Monday Tuesday Wednesday Thursday Friday

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Details of Non-Ratio Hours: Put number of hours worked in each box.

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|   | Date: | Staff Meeting | 1:1 w/ Supervisor | Training | Orientation | Interviews | Planning | Cleaning | Shopping | Calendar | Newsletter | Evaluations | Paperwork | Other | Other: Please Explain | Total |
| Mon |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Tues |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Wed |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Thurs |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Fri |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Sat |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Sun |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 3 |
| 321 |  **Non-Ratio Total**: |   |

 **Total Core Hours + Total Enrich. Hours + Total Non-Ratio Hours = Total Hours** Non-Ratio Supervisor Approval Initials:3

 **\_\_\_\_\_\_\_\_\_**

*Overtime is not permitted. This means that you may not work more than 40 hours per week.*

 *Exceptions may be allowed with approval from your supervisor. Supervisor’s signature required here: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 *This is a legal document. Your signature verifies these times are true and accurate. This sheet may be rejected and pay may be suspended until complete.*