

Staff Time Sheet

Staff N	Position														
Directions: List both weeks and submit as instructed by the Administrator.															
Week	Sun		Mon		Tue		Wed		Thu		Fri		Sat		Total
Beginning	In	Out	In	Out	In	Out	In	Out	In	Out	In	Out	In	Out	Hours
Comme	nts:														
Staff Sig				Date:											
Client Signature:												Date	:		