



NEW AGE SERVICES- EMPLOYEE HOURLY TIME SHEET - REGULAR

Name: _____

Date: _____ 22nd to _____ 21st, 2014

Client/Role: _____

of

				STATS (Approved by Supervisor)				Shift Differential		Time OFF			Other
								\$0.25	\$0.50				
Date	From (24 Hour Clock)	To (24 Hour Clock)	Details (note here if the shift is awake or SON when taking off a scheduled stat with pay, flex or vacation)	Regular Worked	Causal Worked	Stat Regular Worked	Stat Casual Worked	6pm-11pm weekdays & 7am-	6pm-11pm weekends	Scheduled stat taken off with pay (or 5 of	Flex Hours	Vacation Hours	Volunteer Hours
22													
23													
24													
25													
26													
27													
28													
29													
30													
31													
01													
02													
03													
04													
05													
06													
07													
08													
09													
10													
11													
12													
13													
14													
15													
16													
17													
18													
19													
20													
21													
TOTAL HOURS THIS MONTH:													

Employee Signature: _____ Date: _____
 Supervisor Signature: _____ Date: _____

