

**YOUTH FOCUS, INC. – EMPLOYEE TIME SHEET**

Program: \_\_\_\_\_ Employee Signature: \_\_\_\_\_  
 Reporting Period \_\_\_\_\_ Thru \_\_\_\_\_ Supervisor Signature: \_\_\_\_\_

Position (Check One): Full Time \_\_\_\_\_ Part Time \_\_\_\_\_ Director Signature: \_\_\_\_\_

<b>WEEK 1</b>	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT	SUNDAY	REG HRS	OVERTIME *
<b>Actual Hours Worked</b>									
1 <sup>st</sup> Shift									
2 <sup>nd</sup> Shift									
3 <sup>rd</sup> Shift									
Sick Leave Used									
Vacation Leave Used									
Petty Leave Used									
Holiday Time Used									
Holiday Time Banked									

<b>WEEK 2</b>	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT	SUNDAY	REG HRS	OVERTIME *
<b>Actual Hours Worked</b>									
1 <sup>st</sup> Shift									
2 <sup>nd</sup> Shift									
3 <sup>rd</sup> Shift									
Sick Leave Used									
Vacation Leave Used									
Petty Leave Used									
Holiday Time Used									
Holiday Time Banked									

<b>Total Regular Hours (Week 1 + Week 2)</b>	
<b>Total Overtime Hours (Week 1 + Week 2)</b>	

\*Note: **Provide explanation for Overtime on the back.**

<b>CREDIT HOURS</b>	BAL FORWARD	EARNED	USED	END BALANCE
Sick Leave				
Vacation Leave				
Petty Leave				
Holiday Time				

Employee Name (Print) \_\_\_\_\_  
 Employee Social Security # \_\_\_\_\_