2/2/2007

CHAC
TIME SHEET

Name:

Program: Pay Period: to

Date	Time In	Time Out	Time In	Time Out	Hours Worked		Paid Leave Hours		
					Reg.	OT / DT	Vacation	Sick	Holiday

OFFICE USE ONLY	
Total regular hours plus holiday hours	
Total vacation hours	
Total sick hours	
Total regular, vacation & sick hours	
Total overtime hours	

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Each employee must take at least a 1/2 hour break for every 6 hours worked.