|  |
| --- |
| EMPLOYEE TIME SHEET – SALARYCDS FAMILY & BEHAVIORAL HEALTH SERVICES, INC. |
| Pay Period: | From: | 11/26/2023 | To: | 12/09/2023 | Employee #: |  |
| Employee Name: |  | Division: |  |
|  |
| Date | Sun | Mon | Tue | Wed | Thu | Fri | Sat | Sun | Mon | Tue | Wed | Thu | Fri | Sat | Total |
| 11/26/23 | 11/27/23 | 11/28/23 | 11/29/23 | 11/30/23 | 12/01/23 | 12/02/23 | 12/03/23 | 12/04/23 | 12/05/23 | 12/06/23 | 12/07/23 | 12/08/23 | 12/09/23 |
| Hours Worked |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Leave Taken |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Type of Leave |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |
| **I hereby certify that the above detailed hours are true and complete.** |  | Employee Status:🞎 Full Time (40 Hours/Week)🞎 ¾ Time (30 Hours/Week)🞎 ½ Time (20 Hours/Week)🞎 ¼ Time (10 Hours/Week)🞎 Support Staff (Hours/Week Vary) |  | Total Hours |  |
|  |  |
| Employee Signature |
|  |
|  |  |
| Supervisor’s Signature |
|  |
| Types of Leave:**S**=Sick Leave **V**=Vacation **PH**=Personal Holiday **F**=Funeral Leave **H**=Pay Holiday **A**=Administrative Leave **L/O**=Leave Without Pay |

# sl

 Rev. 6/07 F-FD-10