Respite Services Time Sheet

Time sheets are due on the 1st and 16th of each month!

USE BLUE OR BLACK INK ONLY

Humboldt Community Access & Resource Center
1707 E Street Suite 2, Eureka CA 95501
(707) 443-7077 / Fax: (707) 798-6292

Employee Name: _____ Pay Period: ___/ 16 /___ to ___/ 31 /___

Date	Consumer Name & ID	Activities	On Duty Meal	Time Worked	Total Hours	Mileage
			☐	am/pm – am/pm		
			☐	am/pm – am/pm		
			☐	am/pm – am/pm		
			☐	am/pm – am/pm		
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			☐	am/pm – am/pm		
			☐	am/pm – am/pm		
			☐	am/pm – am/pm		
				TOTAL		

Accounting Use Only

Employee Signature: _____ Date: _____

Respite Director Signature: _____ Date: _____

Rev. 6/17
C:\MyFiles\Forms\Respite timesheet 16-31B.wpd