

**TIME SHEET**



New Beginnings For Life, LLC.  
263 South Main Street Colchester, CT 06415  
860-531-9426

Date	Day of Week	Time In	Time Out	Client's Initials	Service(s) Provided	Sick Hours Requested	Hours Worked
	SUNDAY	:	:				
		:	:				
		:	:				
		:	:				
	MONDAY	:	:				
		:	:				
		:	:				
		:	:				
	TUESDAY	:	:				
		:	:				
		:	:				
		:	:				
	WEDNESDAY	:	:				
		:	:				
		:	:				
		:	:				
	THURSDAY	:	:				
		:	:				
		:	:				
		:	:				
	FRIDAY	:	:				
		:	:				
		:	:				
		:	:				
	SATURDAY	:	:				
		:	:				
		:	:				
		:	:				

**OFFICE USE ONLY**

WEEKLY TOTAL HOURS -
WEEKLY REGULAR HOURS -
WEEKLY OVERTIME HOURS -
WEEKLY HOLIDAY HOURS -
WEEKLY VACATION HOURS -
WEEKLY - SICK PAY HOURS -
PAY PERIOD TOTAL HOURS -
PAY PERIOD TOTAL REGULAR HOURS -
PAY PERIOD TOTAL OVERTIME HOURS -
PAY PERIOD TOTAL HOLIDAY HOURS -
PAY PERIOD TOTAL VACATION HOURS -
PAY PERIOD TOTAL SICK PAY HOURS -

<u>Payroll Period</u>	
<u>Employee Name</u>	
<u>Employee Signature</u>	