

Community Living Network

Effective June 1 , 2015



Pay periods are the 1st-15th and the 16th-end of month. Timesheets are due by the 3rd (period of 16-31st) and 18th (period of 1st-15th) of each month. Paydays are the 15th and 30th of each month. Bank's Stop Check fee is \$30 (paid by employee). Timesheets need to be signed by both the Employee and Employer after each pay period. You are required to stay within the allowed budgeted hours for the Employer, otherwise those hours won't be paid by CLN.

Employer (Client): _____ Case#: _____

Phone Number: _____

Personal Assistant: _____ Last four SS#: _____

Phone Number: _____ CMH Agency: _____

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CLS HOURS ONLY				RESPITE HOURS ONLY			
Date (mm/dd/yy)	Time IN (hh:mm A/P)	Time OUT (hh:mm A/P)	Total Time (hh:mm)	Date (mm/dd/yy)	Time IN (hh:mm A/P)	Time OUT (hh:mm A/P)	Total Time (hh:mm)
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Total Hours Worked				Total Hours Worked			

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Date	Training Class Name	Time IN	Time OUT	Total	
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Must include confirmation of passing the training to be paid				Total Hours	

Signatures Required
 Employer/Representative of Record: _____ Date _____
 Personal Assistant: _____ Date _____

CLN Administration:
 CLS _____ Res _____ Training _____ CLS Hldy _____ Res Hldy _____