Email: Timesheets@communityalliance.com

Community Living Network



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

Empl	loyer (Client):					Case#:			
Ph	none Number	:							
erso	nal Assistant:					Employee #			
Pł	none Number	: CMH Agency:							
		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		
	Date	Training Class Name				Time IN	Time OUT	Total	
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•	*Must include confirmation of passing the traini				training to be pa	id*	Total Hours		
	Signatures Required Employer/Representative of Record: Personal Assistant:						Date	2	
			ai ASSISTAIIC: :		Date				
	CLN Administ			Training	CLS	Hldy	Res Hldy		

Fax: 734-482-3894

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