

Community Living Network

Effective April 1, 2019



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): Haley Koss Case#: 302223

Phone Number: _____

Personal Assistant: Martine Stewart Employee ID # 10918

Phone Number: _____ CMH Agency: St. Clair

CLS

Respite

| 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 | | | |

Training

Training

| Date | Training Class Name | Time IN | Time OUT | Total |
|--|---------------------|---------|----------|-------------|
| / / | | : | : | : |
| / / | | : | : | : |
| / / | | : | : | : |
| *Must include confirmation of passing the training to be paid* | | | | Total Hours |

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

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