

**Choices Are For Everyone, Inc.** *Weekly Timesheet (Due by 10:00am on the first business day of each week)*

Employee Name: \_\_\_\_\_ Week Ending: \_\_\_\_\_

Program Key: **D**=Dayhab, **C**=Children, **R**=Residential, **SLO**=Shared Living, **OUT**=Outreach

	IN	OUT	CLIENT/PROGRAM NAME	PROG.	HRS.	IN	OUT	CLIENT/PROGRAM NAME	PROG.	HRS.
SUN										
MONDAY										
TUESDAY										
WEDNESDAY										
THURSDAY										
FRIDAY										
SAT										

**EMPLOYEE SIGNATURE:** \_\_\_\_\_

*My signature indicates that this timesheet completely and accurately reflects of all my time worked for CAFE in this week.*

**HOURS WORKED:** \_\_\_\_\_

**PTO:** \_\_\_\_\_

**TOTAL HOURS:** \_\_\_\_\_

OFFICE USE ONLY	Dayhab:	Hicks:	Vivian:	Chadbourne:	Office:
	Dayhab OT:	Hicks OT	Vivian OT:	Chadbourne OT:	
	Child:	941 Apt 1:	Pearl:	SLO:	
	Child OT:	941 Apt 1 OT:	Pearl OT:	SLO OT:	
	EBT:	KW:	210 Hicks:	Outreach:	
	Training:	KW OT:	210 Hicks OT:	Outreach OT:	<i>Revision Date: 07/27/2017</i>