

Take a cell phone picture of your facility verified timesheet and text or email to your recruiter. You can also fax to 877 375 2450.

Employee Timesheet - Due before noon every Monday

Facility: Southwest Utah Youth Center

Week Beginning: _____ Week Ending: _____

Employee Name: _____

<u>Regular Hours</u>						
<u>Day</u>	<u>Date</u>	<u>Time In</u>	<u>Time Out</u>	<u>(-) Lunch</u>	<u>Total</u>	<u>Supervisor Authorization</u>
Sunday						
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						
Total Regular Hours						

<u>Call-Back Hours</u>						
<u>Day</u>	<u>Date</u>	<u>Time In</u>	<u>Time Out</u>	<u>(-) Lunch</u>	<u>Total</u>	<u>Supervisor Authorization</u>
Sunday						
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						
Total Call-Back Hours						

<u>On-Call Hours</u>					
<u>Day</u>	<u>Date</u>	<u>Time In</u>	<u>Time Out</u>	<u>Total</u>	<u>Supervisor Authorization</u>
Sunday					
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Total On-Call Hours					

PLEASE USE BLACK INK ONLY

Employee Signature _____ Date _____

Supervisor Signature _____ Date _____