

EMPLOYEE TIME SHEET

ACI Support Specialists, Inc.

**Use one time sheet for each person served. All information must be complete for time to be processed for payroll.
Time sheets and documentation must be submitted no later than Tuesday 5PM for the prior week.**

NAME _____

PERIOD ENDING _____

REGION _____

CONSUMER NAME _____

DATE	PLEASE ENTER SERVICE CODES BELOW									TRAINING HOURS			PTO HOURS	DAILY TOTALS
	IN	OUT	TOTAL	IN	OUT	TOTAL	IN	OUT	TOTAL	IN	OUT	TOTAL		
SUNDAY / /														
MONDAY / /														
TUESDAY / /														
WEDNESDAY / /														
THURSDAY / /														
FRIDAY / /														
SATURDAY / /														
TOTALS	SERVICE TOTAL			SERVICE TOTAL			SERVICE TOTAL			TRAINING TOTAL				
GRAND TOTAL →														

Employee Signature

Legal Guardian/Responsible Person Signature

Comments:

Supervisor's Signature
