

TIMESHEET


FOR OFFICE USE ONLY	TRAIN/ORIENT	
	TOTAL PSS TR	
	TOTAL HOURS	

Client (print full name, no initials)	Worker (print full name, no initials)
Last Name	Last Name:
First Name:	First Name:

Day	Date (format like Jan 1/2016)	Start	Finish	Change in shift duration reason	Cancellation Information (also tell office of all cancellations)	Client Signature	FOR OFFICE USE ONLY
		AM/PM	AM/PM				
Monday				<input type="checkbox"/> longer. <input type="checkbox"/> less Why:	<input type="checkbox"/> 2 days before or longer <input type="checkbox"/> day before> what time? _____ <input type="checkbox"/> same day <input type="checkbox"/> at door		
Tuesday				<input type="checkbox"/> longer. <input type="checkbox"/> less Why:	<input type="checkbox"/> 2 days before or longer <input type="checkbox"/> day before> what time? _____ <input type="checkbox"/> same day <input type="checkbox"/> at door		
Wednesday				<input type="checkbox"/> longer. <input type="checkbox"/> less Why:	<input type="checkbox"/> 2 days before or longer <input type="checkbox"/> day before> what time? _____ <input type="checkbox"/> same day <input type="checkbox"/> at door		
Thursday				<input type="checkbox"/> longer. <input type="checkbox"/> less Why:	<input type="checkbox"/> 2 days before or longer <input type="checkbox"/> day before> what time? _____ <input type="checkbox"/> same day <input type="checkbox"/> at door		
Friday				<input type="checkbox"/> longer. <input type="checkbox"/> less Why:	<input type="checkbox"/> 2 days before or longer <input type="checkbox"/> day before> what time? _____ <input type="checkbox"/> same day <input type="checkbox"/> at door		
Saturday				<input type="checkbox"/> longer. <input type="checkbox"/> less Why:	<input type="checkbox"/> 2 days before or longer <input type="checkbox"/> day before> what time? _____ <input type="checkbox"/> same day <input type="checkbox"/> at door		
Sunday				<input type="checkbox"/> longer. <input type="checkbox"/> less Why:	<input type="checkbox"/> 2 days before or longer <input type="checkbox"/> day before> what time? _____ <input type="checkbox"/> same day <input type="checkbox"/> at door		



WORKER SIGNATURE (MUST SIGN)



Deliver timesheets by 12:00pm EVERY MONDAY, by dropping off at the office (in mailbox afterhours), faxing to 613-728-3718, or emailing to accounting@owcs.ca

FOR OFFICE USE ONLY	TOTAL