## Senior Counselor Time Sheet

Week 1					Week 2				
				Total					Total
	Start	End	Location	Admin		Start	End	Location	Admin
Date	(am/pm)	(am/pm)	Number	Hours	Date	(am/pm)	(am/pm)	Number	Hours
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					_				
Weekly Subtotals					Weekly Subtotals				
weekly Subtotals					weekly Subtotals				

Employee Signature	Employee #		
Employee Printed Name	Date	Location #	
Supervisor Review:			

Attach the corresponding weekly ttracc records

	Accounting Only								
	Regular	Sleep ON	Regular	Sleep ON					
Regular Hours									
Overtime Hours									
Holiday Hours									
Sick									
Vacation									

## Senior Counselor Time Sheet

## **Time Sheet Definitions and Instructions**

- Direct care: in-ratio budgeted hours
- Admin: any job activity performed that is not in-ratio direct care.
- **Examples of admin:** on-site training, meetings, medical appointments, PSRs, performance evaluations, scheduling, etc.
- Record exact times in start/end columns; round to nearest .25 hour in total hours column
- Please do not include PTO on your time sheet--submit appropriate PTO form to accounting

## **Don't Forget:**

Sign and date your time sheet!

Clock-in and clock-out of all direct care shifts using TTRACS!

Submit time card correction forms to your supervisor if you forget to clock-in or clock-out!