

Employee Name:

Pay Period Start Date:

Page Of

Pay Period End Date:

Time is in 24 Hour Military Format, See Chart Below

Date TimeIn TimeOut Individual Office Only Service Program Hours

Total Hours This Page

By signing this document, I agree that my paper timesheet accurately reflects the hours I have entered into Therap and understand that differences between my hours on Therap and my timesheet may result in delayed payment.

Employee Signature:

Supervisor Signature:

Service Type	
Type	Shortcut
Single Day Habilitation	DH
Group Day Habilitation	GDH
In Home Supports	HIS
Supported Living	SL
Hourly Respite	HR
Overnight (Daily Respite)	DR
Group Home	GH
Timesheet	Timesheet

Program Location
Art
ASP
Community
Home
Other
Summer Camp
Training

Normal Time	Military Time	Normal Time	Military Time
12:00 AM	0:00	12:00 PM	12:00
1:00 AM	1:00	1:00 PM	13:00
2:00 AM	2:00	2:00 PM	14:00
3:00 AM	3:00	3:00 PM	15:00
4:00 AM	4:00	4:00 PM	16:00
5:00 AM	5:00	5:00 PM	17:00
6:00 AM	6:00	6:00 PM	18:00
7:00 AM	7:00	7:00 PM	19:00
8:00 AM	8:00	8:00 PM	20:00
9:00 AM	9:00	9:00 PM	21:00
10:00 AM	10:00	10:00 PM	22:00
11:00 AM	11:00	11:00 PM	23:00