Employer/Veteran Name: They may be hand delivered, texted (406-239-2591), emailed (payroll@406llc.org), or faxed (406-541-7725) *Be advised the VA only allows 2 late timesheets, the 3rd late timesheet can result in termination* Please indicate hours by utilizing quarter hour increments. Examples: 9am-1:15pm = 4.25 hrs. 10am-1:30pm = 3.50 hrs. 2pm-3:45pm = 1.75 hrs. Always round to the nearest quarter hour. Use only: .25 = ¼ hour, .50 = 1/2 hour, .75 = ¾ hour. Sunday Monday Tuesday Wednesday Thursday Friday Saturday Date: Time in: Time out: Time out: Total Hours: Sunday Monday Tuesday Wednesday Thursday Friday Saturday Date:	Employee Timesheet								
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Date: Dec 1 Dec 2	*Be advised the VA only allows 2 late timesheets, the 3 rd late timesheet can result in termination* Please indicate hours by utilizing quarter hour increments. Examples: 9am-1:15pm = 4.25 hrs. 10am-1:30pm = 3.50 hrs. 2pm-3:45pm = 1.75 hrs.								
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Weekly Total Hours:									
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Date: Dec 10 Dec 11 Dec 12 Dec 13 Dec 14 Dec 15 Dec 16	Date:	Dec 10	Dec 11	Dec 1	Dec 13	Dec 14	Dec 15	Dec 16	
Time in: Timesheets	Time in:							Timesheets	
Time out: Due	Time out:							Due	
Time in:	Time in:								
Time out:	Time out:								
Total Hours:	Total Hours:								
Weekly Total Hours:									
I affirm that the hours reported above are accurate and complete.									
I further understand that misstatements on the timesheet may result in disciplinary action									
up to and including termination of employment.									
EMPLOYEE DATE 406 FINANCIAL OFFICE USE ONLY						DATE	406 FINANCIAL	OFFICE USE ONLY	
SIGNATURE	SIGNATURE								
Reviewed by:	VETER AN JERANDI OVER							Reviewed by:	
VETERAN/EMPLOYER DATE									
SIGNATURE Timesheet Total Hours:									
Timesheets are due by <u>NOON</u> on the day following the end of pay period									
o Dressing o Eating o Walking o Toileting	O Dressing	○ Fating	2	O \\	/alking	т	 Toileting 		
		<u> </u>	_				MDS (mental decision making skills)		
		•				Special Treatment (oxygen etc.)			
Supervision							· · · · · · · · · · · · · · · · · · ·		

Please check all appropriate boxes for tasks completed during current pay period.