TOWARD MAXIMUM INDEPENDENCE

Toward Maximum Independence
Independent Living Services Time Sheet

CSF Name: Month/Year:

Case Manager:

Guidelines: As non-exempt employees, all overtime must be pre-approved by your supervisor. Non-exempt employees may work up to 8 hours in a day and 40 hours in a week. The workweek is Sunday through Saturday. Employees cannot work more than six days consecutively.

Key: Job ID could be the consumer's name (Last, 1st initial) or any indirect time to include- travel time, paid break, sick, vacation, phone, and meetings.
Errors: Use a single line through the entry to signify that the entry is void. If you forget to add an entry, enter it in the next available line and place a star in the margin next to the date.

Totals:

Names	**POS Hours**	**1-15**	**16-31**	**Verification Initial 1-15**	**Verification Initial 16-31**

1st-15th	Direct:	Indirect:	Vacation:	Sick:
16th-31st	Direct:	Indirect:	Vacation:	Sick:

My signature indicates that this timesheet is a true and correct record of the hours I worked.

CSF Signature

Case Manager Signature

Notes:

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Date (m/d/yr)	**Job ID**	**Start Time**	**End Time**	**Total Time**	**Running Total per Day**

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