

Life By Design, Inc.  
 7866 University Ave. NE  
 Fridley, MN 55432  
 Office: 763-757-3263  
 Fax: 763-757-3238

TIME SHEET / MULTIPLE DEPARTMENTS

Employee Name (Print) \_\_\_\_\_  
 Employee Signature \_\_\_\_\_  
 Daytime Telephone \_\_\_\_\_

Pay Period FROM: \_\_\_\_\_ month/day/yr  
 THRU: \_\_\_\_\_ month/day/yr

Time Sheets and Expense Sheets must be in the main office by  
 12:00 p.m. (noon) on Time Sheet Monday

Date	Day	In	Out	Total	Dept # Job	Dept # Job	Dept # Job	Dept # Job	Dept # Job	Dept # Job	Dept # Job	Dept # Job	Dept # Job	PTO	Comments
					Code	Code	Code	Code	Code	Code	Code	Code	Code		
		a.m.	a.m.												
		p.m.	p.m.												
		a.m.	a.m.												
		p.m.	p.m.												
		a.m.	a.m.												
		p.m.	p.m.												
		a.m.	a.m.												
		p.m.	p.m.												
		a.m.	a.m.												
		p.m.	p.m.												
		a.m.	a.m.												
		p.m.	p.m.												
		a.m.	a.m.												
		p.m.	p.m.												
		a.m.	a.m.												
		p.m.	p.m.												
		a.m.	a.m.												
		p.m.	p.m.												
		a.m.	a.m.												
		p.m.	p.m.												
		a.m.	a.m.												
		p.m.	p.m.												

<b>Totals</b>															
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Billable Hours															XXXXXX
Coordinator Approval (initials)															

Representative/Guardian Approval															
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