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

TIME SHEET

EMPLOYEE NAME _____ EMPLOYEE SIGNATURE _____

DAYTIME TELEPHONE _____ CONSUMER/GUARDIAN APPROVAL _____

Department # / Name _____

Pay Period FROM: _____ THRU: _____
month/day/year month/day/year

** All overtime must have PRIOR Supervisor approval. Time Sheets and Expense Sheets must be in the office by 12:00 p.m. (noon). on Time Sheet Monda

DATE	DAY	IN	OUT	TOTAL HOURS	Job Code	Job Code	Job Code	Job Code	Holiday Hours	Training Hours	PTO Hours	COMMENTS
		a.m. p.m.	a.m. p.m.									

(Rev 10/23/08)