



### Employee Timesheet

Name: \_\_\_\_\_ Last 4 Digits of SSN: XXX-XX- \_\_\_\_ \_\_\_\_ \_\_\_\_

Worksite Provider: \_\_\_\_\_ Worksite Location: \_\_\_\_\_

Pay Period — Start Date (mm/dd/yy): \_\_\_\_ / \_\_\_\_ / \_\_\_\_ End Date (mm/dd/yy): \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Reminders:**

1. You do not get paid for your lunch break. Subtract your lunch break from the hours worked each day.
2. You must take at least a 30 minute lunch break if you are: (a) under 18 years old and work five continuous hours; or (b) are 18 years old or older and the lunch break must be taken no sooner than 3 hours after your work shift commences nor more than 5 hours from the time your work shift commences.
3. You may not work over 40 hours in a week, and will not be paid for any hours above 40.
4. If you make a mistake on this timesheet, do not use whiteout to correct it. Mark through the mistake, correct it, and both you and your supervisor must write your initials beside the correction.

**Week 1**

DAY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	TOTAL HOURS WORKED THIS WEEK
DATE								
ARRIVED FOR WORK								
LEFT FOR LUNCH								
RETURNED FROM LUNCH								
LEFT WORK FOR THE DAY								
TOTAL HOURS WORKED								

**Week 2**

DAY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	TOTAL HOURS WORKED THIS WEEK
DATE								
ARRIVED FOR WORK								
LEFT FOR LUNCH								
RETURNED FROM LUNCH								
LEFT WORK FOR THE DAY								
TOTAL HOURS WORKED								

By signing below, I certify that the hours reported above are correct, that the work and tasks were performed as described in the worksite agreement, and that supervision and training were equivalent to 25% of the wage paid by WorkNow Kentucky Designee or Fiscal Agent. (Please sign in blue ink.)

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Worksite Provider Supervisor

\_\_\_\_\_  
WorkNow Kentucky Designee/Fiscal Agent



### Employee Timesheet

Name: \_\_\_\_\_ Last 4 Digits of SSN: XXX-XX- \_\_\_\_ \_\_\_\_ \_\_\_\_

Worksite Provider: \_\_\_\_\_ Worksite Location: \_\_\_\_\_

Pay Period — Start Date (mm/dd/yy): \_\_\_\_ / \_\_\_\_ / \_\_\_\_ End Date (mm/dd/yy): \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Reminders:**

1. You do not get paid for your lunch break. Subtract your lunch break from the hours worked each day.
2. You must take at least a 30 minute lunch break if you are: (a) under 18 years old and work five continuous hours; or (b) are 18 years old or older and the lunch break must be taken no sooner than 3 hours after your work shift commences nor more than 5 hours from the time your work shift commences.
3. You may not work over 40 hours in a week, and will not be paid for any hours above 40.
4. If you make a mistake on this timesheet, do not use whiteout to correct it. Mark through the mistake, correct it, and both you and your supervisor must write your initials beside the correction.

DATE		ARRIVED FOR WORK	LEFT FOR LUNCH	RETURNED FROM LUNCH	LEFT WORK FOR THE DAY	TOTAL HOURS WORKED
1	16					
2	17					
3	18					
4	19					
5	20					
6	21					
7	22					
8	23					
9	24					
10	25					
11	26					
12	27					
13	28					
14	29					
15	30					
	31					
<b>TOTAL HOURS</b>						

By signing below, I certify that the hours reported above are correct, that the work and tasks were performed as described in the worksite agreement, and that supervision and training were equivalent to 25% of the wage paid by WorkNow Kentucky Designee or Fiscal Agent. (Please sign in blue ink.)

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Worksite Provider Supervisor

\_\_\_\_\_  
WorkNow Kentucky Designee/Fiscal Agent