



Employee Name

Period Start / End Dates

Total Payable Hours this period:

Total Overtime Hours this period:

Week 1	Day	Date	Start Time	Lunch Out	Lunch In	End Time	Payable Hours	UCI # Serviced
	Monday							
	Tuesday							
	Wednesday							
	Thursday							
	Friday							
	Saturday							
	Sunday							
	Weekly Payable Hours Total							

Week 2	Day	Date	Start Time	Lunch Out	Lunch In	End Time	Payable Hours	UCI # Serviced
	Monday							
	Tuesday							
	Wednesday							
	Thursday							
	Friday							
	Saturday							
	Sunday							
	Weekly Payable Hours Total							

Week 3	Day	Date	Start Time	Lunch Out	Lunch In	End Time	Payable Hours	UCI # Serviced
	Monday							
	Tuesday							
	Wednesday							
	Thursday							
	Friday							
	Saturday							
	Sunday							
	Weekly Payable Hours Total							

The information reported above is an actual representation of the service provided to the indicated consumer. My signature indicates that the information contained on this time sheet is true and accurate to the best of my knowledge.

Tarzana Branch
5815 Tampa Ave
Tarzana, CA 91356
818-401-0661

Corporate Office
450 Rosewood #213
Camarillo, CA 93010
805-384-1410

payroll@calpsychcare.com

Employee Signature

Date

**Overtime is any work after 8 hours in one day or 40 hours in one week. All overtime must be authorized in writing from the Department Manager.

Time sheets are due on the 16th and the 1st. Please hand deliver, fax, or e-mail the signed copies of your time sheets to your assigned branch. Please e-mail the Payroll Department any address or telephone number changes prior to the timesheet due date. Changes may take up to one month.