



Alaska

PAID TIME OFF TIMESHEET

For the week of service, timesheets are due the following Monday by 5:00 PM if faxed or dropped off, and postmarked by Monday if mailed. Timesheets are due every week. Due to the timing of the payroll cycle, late timesheets will result in late pay. Timesheets must be signed AFTER all work is completed. Advance timesheets will not be accepted.

Employee Name (Please Print)

[Empty box for Employee Name]

Employee ID

[Empty boxes for Employee ID]

Sunday that started your work week

[Empty boxes for MM/DD/YY]

MM

DD

YY

Client Name (Please Print)

CDAK

Client ID

1 0 0 1 2 9 2

	Service date (MM/DD)		Hours (HH/MIN)			
1	[]	[] / [] []	[]	[]	:	<input type="radio"/> 00 <input type="radio"/> 15
					:	<input type="radio"/> 30 <input type="radio"/> 45
2	[]	[] / [] []	[]	[]	:	<input type="radio"/> 00 <input type="radio"/> 15
					:	<input type="radio"/> 30 <input type="radio"/> 45
3	[]	[] / [] []	[]	[]	:	<input type="radio"/> 00 <input type="radio"/> 15
					:	<input type="radio"/> 30 <input type="radio"/> 45
4	[]	[] / [] []	[]	[]	:	<input type="radio"/> 00 <input type="radio"/> 15
					:	<input type="radio"/> 30 <input type="radio"/> 45
5	[]	[] / [] []	[]	[]	:	<input type="radio"/> 00 <input type="radio"/> 15
					:	<input type="radio"/> 30 <input type="radio"/> 45
6	[]	[] / [] []	[]	[]	:	<input type="radio"/> 00 <input type="radio"/> 15
					:	<input type="radio"/> 30 <input type="radio"/> 45
7	[]	[] / [] []	[]	[]	:	<input type="radio"/> 00 <input type="radio"/> 15
					:	<input type="radio"/> 30 <input type="radio"/> 45
8	[]	[] / [] []	[]	[]	:	<input type="radio"/> 00 <input type="radio"/> 15
					:	<input type="radio"/> 30 <input type="radio"/> 45
9	[]	[] / [] []	[]	[]	:	<input type="radio"/> 00 <input type="radio"/> 15
					:	<input type="radio"/> 30 <input type="radio"/> 45
10	[]	[] / [] []	[]	[]	:	<input type="radio"/> 00 <input type="radio"/> 15
					:	<input type="radio"/> 30 <input type="radio"/> 45
11	[]	[] / [] []	[]	[]	:	<input type="radio"/> 00 <input type="radio"/> 15
					:	<input type="radio"/> 30 <input type="radio"/> 45
12	[]	[] / [] []	[]	[]	:	<input type="radio"/> 00 <input type="radio"/> 15
					:	<input type="radio"/> 30 <input type="radio"/> 45

Employee Signature: _____

Date [] [] / [] [] / [] []

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