

# PAYROLL TIME SHEET

WEEK ENDING SATURDAY \_\_\_\_\_

Participant Name: \_\_\_\_\_

VRNH Counselor: \_\_\_\_\_

CRP: \_\_\_\_\_

**Assignment Information:** Company Name \_\_\_\_\_

Please submit timesheet to: [Charles.A.Lewis@doe.nh.gov](mailto:Charles.A.Lewis@doe.nh.gov)

Timesheet submittal deadline is the Monday following your previous work week. Pay checks are mailed on Thursday.

	IN	OUT	IN	OUT	HOURS
SUNDAY					
MONDAY					
TUESDAY					
WEDNESDAY					
THURSDAY					
FRIDAY					
SATURDAY					

Is your assignment complete? \_\_\_\_\_ Yes \_\_\_\_\_ No

Total Hours \_\_\_\_\_

\_\_\_\_\_  
*Employee Signature*

I confirm that these hours are true and accurate for this workweek.

\_\_\_\_\_  
*Authorized Client Signature (VRNH)*