ReSolve Support Services

Pay Period………………….

MONTH/YEAR …………………….

Date	*Location*	Time IN	Time OUT	Location Staff Name	Staff Signature	Total
1st						
2nd						
3rd						
4th						
5th						
6th						
7th						
8th						
9th						
10th						
11th						
12th						
13th						
14th						
15th						

*Pay periods run from 1-15 & 16-31 of each month.   * **Payroll Dates 15 and 30 each Month.**

*Time sheets are to be signed by the location staffs at the start and end of your shift. (Pls note that time sheets not signed by the locations staff wont be processed.**

**Emails Time sheet to { *resolvetime24@gmail.com*} latest 12 noon 16th and 1st of each month.*

*Please arrived at the location on time so that the house staffs can give you a shift change, orient you about the days activities/plan**. If you are running late for your shift call the office 15 min before your shift begin, this helps us to make plans to support the clients accordingly till u arrive at the location.*

-If you are assigned to another shift same day pls indicate in the extra shift section below.

ReSolve Support Services

Pay Period........................

MONTH/YEAR …………………….

Date	*Location*	Time IN	Time OUT	Location Staff Name	Staff Signature	Total
16th						
17th						
18th						
19th						
20th						
21st						
22nd						
23rd						
24th						
25th						
26th						
27th						
28th						
29th						
30th						
31st						

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