

Fax Completed Timesheets on the last day worked for the pay period.

SCSEP Timesheet

1-888-216-1800 or 1-866-949-1389

Pay Period: 01-24-2016 - 02-06-2016 Site No:

Project Site Satellite Office
City, State 23333
Participant: Jane Doe

File No: 999999
Assignment: file clerk
Work Schedule: M - Thu 9am - 1 pm

Supervisor Ima Supervisor
Phone: 954-990-1111
Fax: 954-990-1112

Pre-populated HA Assignment Information

SCSEP Phone:
Timesheet Fax: (888)216-1800 OR (866)949-1389

Comments: Thank you to everyone who has helped so much by getting time sheets in on time & filled out completely.

SCSEP Email:
SCSEP Location: Local SCSEP Project Office Information

Zero Hours

Message from Project Site to HA and participants

Sample = 4.5 hours	Sun 01-24	Mon 01-25	Tues 01-26	Wed 01-27	Thurs 01-28	Fri 01-29	Sat 01-30	Sun 01-31	Mon 02-01	Tues 02-02	Wed 02-03	Thurs 02-04	Fri 02-05	Sat 02-06
0	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
1	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4	<input type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
5	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
1 1/2	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

The Time sheet Identifier String and Orientation markers must not be over written or covered.

Print and Sign last day worked in pay period

Corrections draw line through incorrect bubbled hours, document correction with initials

Fill in Circles Completely

Mark to nearest 1/2 hour

00607000100008424201242016

Notes: Jane was out sick on Friday and made up hours the following week

I certify that the hours reported on this timesheet are correct.
Jane Doe Jane Doe 02/05/2016
Ima Supervisor Ima Supervisor 02/05/2016

Date must be last day worked in pay period

Supervisor Hours
4

Number of Direct Hours of Supervision