

Sample Allocated Timesheet

Employee Name: Amy Advocate

Pay Period: 10/17/21 – 10/30/21

Week 1

Day	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total Hours
Date	10/17	10/18	10/19	10/20	10/21	10/22	10/23	
Funding Source								
DVPT		2.0	2.0	1.5	2.0	1.0		8.5
VOCA		2.5	1.5	3.0	2.0	3.5		12.5
FVPSA		0.5	1.0		1.5	0.5		3.5
SAVAF				1.0		1.0		2.0
STOP		2.0	1.0		1.0			4.0
Other (Non-CJI)		1.0	2.5	2.5	1.5	2.0		9.5
PTO Used								
Sick								
Vacation								
Holiday								
Overtime								
Total Hours		8.0	8.0	8.0	8.0	8.0		40.0

Employee Signature: *Amy Advocate*

Date: 10/22/21

Supervisor Signature: *Sylvia Supervisor*

Date: 10/22/21

Week 2

Day	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total Hours
Date	10/24	10/25	10/26	10/27	10/28	10/29	10/30	
Funding Source								
DVPT		2.0		1.5	2.0			5.5
VOCA		2.5		3.0	2.0			7.5
FVPSA		0.5			1.5			2.0
SAVAF				1.0				1.0
STOP		2.0			1.0			3.0
Other (Non-CJI)		1.0		2.5	1.5			5.0
PTO Used								
Sick			8.0					8.0
Vacation						8.0		8.0
Holiday								
Overtime								
Total Hours		8.0	8.0	8.0	8.0	8.0		40.0

Employee Signature: *Amy Advocate*

Date: 10/29/21

Supervisor Signature: *Sylvia Supervisor*

Date: 10/29/21