



Calgary Progressive Lifestyles Foundation

Providing Services for Citizens with DisAbilities

Hourly Time Sheet Form

Name:			Month of:		
Date	Client	In	Out	Km	Activities
01					
02					
03					
04					
05					
06					
07					
08					
09					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					



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Hourly Time Sheet Form

Name:		Month of:			
Date	Client	In	Out	Km	Activities
24					
25					
26					
27					
28					
29					
30					
31					
Totals					Please submit the timesheet no later than 4pm on the 20th of each month, e-mail to both your case manager and timesheets@cplf.ca . Be sure your hours and kms have been totaled, and your activities have been filled in.

Employee's Signature:		Dated:	
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