

Name: _____ Pay Period: _____ - _____ (Workweek One)

ADMIN:	_____ %	Ext Rel:	_____ %	Foster Care:	_____ %	H2H:	_____ %	HopeHall:	_____ %
HM1 GPD:	_____ %	HM1 Property:	_____ %	HM2 Housing:	_____ %	HM2 Services:	_____ %	HMJ Property:	_____ %
HMJ Services:	_____ %	Housing:	_____ %	Navigator:	_____ %	SSVF:	_____ %	SSVF Surge:	_____ %

	Vacation Day	Personal Day	Holiday	Other	Paid Hours	Overtime Hours	Supervisor Approval for Overtime
SUNDAY							
MONDAY							
TUESDAY							
WEDNESDAY							
THURSDAY							
FRIDAY							
SATURDAY							
TOTAL HOURS							

Pay Period: _____ - _____ (Workweek Two)

	Vacation Day	Personal Day	Holiday	Other	Paid Hours	Overtime Hours	Supervisor Approval for Overtime
SUNDAY							
MONDAY							
TUESDAY							
WEDNESDAY							
THURSDAY							
FRIDAY							
SATURDAY							
TOTAL HOURS							
GRAND TOTAL							

By signing this payroll report, I attest and affirm that I have completely and accurately recorded the number of hours I worked during the workweeks listed here. I also attest that I have not worked any hours that are not recorded on this payroll report during the workweeks listed here. I understand that failure to accurately record all of my hours worked and working hours "off the clock" are serious violations of policy and may result in disciplinary action up to and including the termination of my employment.

Employee Signature _____

By approving this payroll report, I attest that I have no knowledge that the employee has worked any hours "off the clock" or has failed to record all hours worked in the workweeks listed on this payroll report. I understand that approving a payroll report I know to be false or encouraging in any way an employee to misrepresent his/her hours worked is a serious violation of policy and may result in disciplinary action up to and including termination of my employment.

Supervisor Signature _____

VOA of IL pays employees for their 30 minute lunch break event though no actual work is to be performed during those 30 minute lunch breaks. Therefore, during the normal workweek (during which an employee typically works from 9a.m. to 5p.m.), employees are working 37.5 hours. To be eligible for overtime pay (time and a half), employees must work more than 40 hours in a workweek.