



2022-2023 VPK Completer's Program Timesheet

Street Address:	10 SE Central Parkway	Pay Period Start Date:	MM/DD/YYYY
Address 2:	Suite 200	Pay Period End Date:	MM/DD/YYYY
City, State ZIP:	Stuart, FL 34994		
Employee:	Example Name Here	Employee Phone:	(###) ###-####
Manager:	Pat Houston/Director's Name Here	Employee Email:	email@email.com

Day	Date	Regular Hours			Total
Monday	MM/DD/YYYY	5.00			5.00
Tuesday	MM/DD/YYYY	4.00			4.00
Wednesday	MM/DD/YYYY	5.00			5.00
Thursday	MM/DD/YYYY	5.00			5.00
Friday	MM/DD/YYYY	5.00			5.00
Saturday					
Sunday					
Monday	MM/DD/YYYY	5.00			5.00
Tuesday	MM/DD/YYYY	5.00			5.00
Wednesday	MM/DD/YYYY	5.00			5.00
Thursday	MM/DD/YYYY	4.00			4.00
Friday	MM/DD/YYYY	4.00			4.00
Saturday					
Sunday					
Monday		5.00			5.00
	Total Hours	52.00			52.00
	Rate Per Hour	\$15.00			
	Total Pay	\$780.00			\$780.00

Signature

Employee Signature

Chief Finance Officer Approval

Manager Signature

Chief Executive Officer Approval

*Please email this document to phouston@elcirmo.org; mhamblet@elcirmo.org; slewis@elcirmo.org; elopez@elcirmo.org biweekly before Monday at 8 a.m.