

Monthly Timesheets

Employee Name: _____

Month & Year: _____

Place of Work: _____

Date	Time In	Time Out	Total Hours Worked
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
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30			
31			

Career Compass Instructions

- Complete the Monthly Timesheet at the end of each month.
- Send the Monthly Timesheets and Paystubs to the Career Compass Team at the end of each month.
- You can send in Monthly Timesheets and paystubs by faxing them to **519-776-6972**.
- Monthly Timesheets and paystubs can also be submitted by emailing them to CareerCompass@communitylivingessex.org after being scanned
- You can also text a picture to the Career Compass Team member you are working with.
- If you have any questions please ask.

ODSP Instructions

- Complete the Monthly Employment/Training Income Report (ETIR).
- Send the ETIR and paystubs to ODSP each month.
- You can send the ETIR and paystubs to ODSP by faxing them to **519-255-7976**.
- If you have any questions please ask.

Thank you!