

TRELLIS MENTAL HEALTH AND DEVELOPMENTAL SERVICES

FAMILY SUPPORT OPTIONS

"Everybody is important"

SSAH SERVICE RECORD

Pay Period Ending Date _____

Total Hours

Employee Name _____

Client Name _____

Coordinator Name _____

Date	Day	Hrs From - Hrs To *	Regular Hours	Supervision Hours	Training Hours	Stat Holiday Hours **	Overnight Sleep Hours
	Wed						
	Thurs						
	Fri						
	Sat						
	Sun						
	Mon						
	Tues						
	Wed						
	Thurs						
	Fri						
	Sat						
	Sun						
	Mon						
	Tue						

* Example 9:00 a.m. - 5:00 p.m.

** Please record hours worked at regular time

Note: Inform Family Support Options of your availability for additional contracts, call your Coordinator or the Recruitment and Training Coordinator at (519) 821-8089 ext. 247.

Signatures***

 Parent/Legal Guardian

 Employee

Revised October /2010

***Service records will only be processed with both signatures. Clients, over the age of 16 years may sign, with parent's permission. If the family is unable to sign, workers are required to contact their Coordinator, within the submission time frame, for approval.

TRELLIS MENTAL HEALTH AND DEVELOPMENTAL SERVICES

Family Support Options

SERVICE RECORD SUBMISSION AND PAY DATE SCHEDULE

APRIL 1, 2011 - MARCH 31, 2012

SERVICE RECORDS DUE (BY 8:30am)	COVERS HOURS WORKED (FROM - TO)	PAY DAY
April 6, 2011	March 23 - April 05	April 13, 2011
April 20, 2011	April 06- April 19	April 27, 2011
May 4, 2011	April 20 -May 3	May 11, 2011
May 18, 2011	May 4 - May 17	May 25, 2011
June 1, 2011	May 18 - May 31	June 8, 2011
June 15, 2011	June 1- June 14	June 22, 2011
June 29, 2011	June 15 - June 28	July 6, 2011
July 13, 2011	June 29 - July 12	July 20, 2011
July 27, 2011	July 13 - July 26	August 3, 2011
August 10, 2011	July 27 -August 9	August 17, 2011
August 24, 2011	August 10 - August 23	August 31, 2011
September 7, 2011	August 24 - September 06	September 14, 2011
September 21, 2011	September 07 - September 20	September 28, 2011
October 5, 2011	September 21 -October 4	October 12, 2011
October 19, 2011	October 5 - October 18	October 26, 2011
November 2, 2011	October 19 - November 1	November 9, 2011
November 16, 2011	November 2 - November 15	November 23, 2011
November 30, 2011	November 16 - November 29	December 7, 2011
December 14, 2011	November 30 - December 13	December 21, 2011
December 28, 2011	December 14 - December 27	January 4, 2012
January 11, 2012	December 28 - January 10	January 18, 2012
January 25, 2012	January 11 - January 24	February 1, 2012
February 8, 2012	January 25 -February 07	February 15, 2012
February 22, 2012	February 08- February 21	February 29, 2012
March 7, 2012	February 22- March 06	March 14, 2012
March 21, 2012	March 07 - March 20	March 28, 2012
April 4, 2012	March 21 - April 3	April 11, 2012