Universal Counseling Services, Inc.

TIME SHEET

16 South Calvert Street, Suite 300
Baltimore, Maryland 21202
410-752-5525 Fax 410-752-5531

Employee Name: **Title:** DJS Mental Health Specialist

Date	Start Time	End Time	Hours	Authorized Personnel Signature	Payment
		WEEKLY TOTALS:			

Employee Signature: Date:

UCS Supervisor Signature: Date:

Pay Period	Timesheet Due Date	Pay Date
16th through the last day of the previous month.	5th	15th
1st through the 15th of the current month.	22nd	30th