



1400 Coleman Avenue; Suite E15-1; Santa Clara, California 95050

Monday, January 31, 2022

School & SNF based Services Timesheet
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Employee Name:		Department:	
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Please note:

- This AUTHORIZED/SIGNED timesheet must be faxed to 408-212-9620 EVERY FRIDAY for prompt payroll processing. Late receipt of the timesheet may delay your paycheck.
- A 30-minute unpaid lunch is included in the daily time grid listed below.
- For School- based Staff, all work hours over 8.0 must be pre-approved by the Special Education Director/SNF Rehab Director or Manager.

Date	Time In	30 minutes Lunch – unpaid	Time Out	Total Work Hours	Employee Signature	Client Signature

Signature of Director/ Program Manager: _____

Please fax the form to 408-212-9620; Phone: 408-244-1743 (x) 105; Email: hr@novatherapies.com



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Monday, January 31, 2022

Clinic or Home-based Services Timesheet
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Employee Name:		Department:	
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Please note:

This AUTHORIZED/SIGNED timesheet must be faxed to 408-212-9620 EVERY FRIDAY for prompt payroll processing. Late receipt of the timesheet may delay your paycheck.

- A 30-minute unpaid lunch is included in the daily time grid listed below.

Date	Time In	30 minutes Lunch – unpaid	Time Out	Total Work Hours	Employee Signature	Parent/ Guardian Signature

Signature of Director/ Program Manager: _____

Please fax the form to 408-212-9620; Phone: 408-244-1743 (x) 105. Email: hr@novatherapies.com