

Human Resource Center, Inc.

October 2018

Habilitation Temporary Respite Companion 24 hr Respite

Support Worker: _____

Address: _____

Telephone #: _____

Individuals Name: _____ Rate: _____

| Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday | Total |
|--|--|--|--|--|--|--|-------------------|
| 1 Start time End Time Total Hrs. | 2 Start time End Time Total Hrs. | 3 Start time End Time Total Hrs. | 4 Start time End Time Total Hrs. | 5 Start time End Time Total Hrs. | 6 Start time End Time Total Hrs. | 7 Start time End Time Total Hrs. | Total Wk. Hrs. |
| 8 Start time End Time Total Hrs. | 9 Start time End Time Total Hrs. | 10 Start time End Time Total Hrs. | 11 Start time End Time Total Hrs. | 12 Start time End Time Total Hrs. | 13 Start time End Time Total Hrs. | 14 Start time End Time Total Hrs. | Total Wk. Hrs. |
| 15 Start time End Time Total Hrs. | 16 Start time End Time Total Hrs. | 17 Start time End Time Total Hrs. | 18 Start time End Time Total Hrs. | 19 Start time End Time Total Hrs. | 20 Start time End Time Total Hrs. | 21 Start time End Time Total Hrs. | Total Wk. Hrs. |
| 22 Start time End Time Total Hrs. | 23 Start time End Time Total Hrs. | 24 Start time End Time Total Hrs. | 25 Start time End Time Total Hrs. | 26 Start time End Time Total Hrs. | 27 Start time End Time Total Hrs. | 28 Start time End Time Total Hrs. | Total Wk. Hrs. |
| 29 Start time End Time Total Hrs. | 30 Start time End Time Total Hrs. | 31 Start time End Time Total Hrs. | | | | | Total Wk. Hrs. |

Total Cost : \$ _____
Total Hrs for the Month : _____

Employee Signature- _____ Date- _____

Approved by - _____ Date- _____

Relationship to Consumer - _____

****Invoices must be approved/verified by the Consumer himself/herself, or Primary Caretaker before it is submitted for payment. Invoices that are not signed cannot be paid.)**

Signed invoices must be received in our office by the Fifth (5th) of each month:

Payroll Specialist - or fax to: (570) 872-9959

Human Resources Center, Inc.

PO Box 77

Effort, PA 18330