

UCP FISCAL AGENT SERVICES

Return timesheet to: 206 Water Street - Eau Claire, WI 54703 • Fax: 715-832-8203 • ucp timesheets@gmail.com

Employer SHAWNA SMITH - BOSS

Address 333 ALTOONA AVE Eau Claire

Phone 715-333-3333 Email smith@gnail.com

Employer Signature Shawna Smith

Employee Robert JOHNSON

Address 222 MAIN ST Eau Claire

Phone 715-222-2222 Email rsjohn@gnail.com

Employee Signature Robert Johnson

Anyone making a false claim for reimbursement will be prosecuted to the fullest extent of the law.
Dates of service older than 60 days will not be paid.

DATE	Time Start	Time End	Pay Rate Hrv/Daily	Total Hours
5/14	9:00am	5:00pm	10.00	8
TOTAL HOURS				8

ECFA White - Payroll
CHIP Yellow - File
TREMP Pink - Employer
CL Gold - Employee
BUFF
RUSK

Employer & Employee must sign time sheet.

Please turn in the white & yellow copies of the time sheet.

Time sheets can be:

1. USPS mail – United Cerebral Palsy
206 Water Street
Eau Claire, WI 54703
2. Dropped off
3. Emailed: ucptimesheets@gmail.com
4. Faxed: 715-832-8203

Sample
 Copy