

Timesheet Policy

I _____ hereby certify that I have truthfully and accurately, to the best of my knowledge and ability, provided my time and activity with all information requested on this document and that I have answered fully and truthfully to all questions and requests for information from Next Step Behavioral Houston personnel. I have provided the information on this form to the best of my knowledge and hereby declare it is complete and ready for the preparation of my compensation. I declare under penalty of perjury under the laws of the United States of America that I have examined all the information on this form, and on any accompanying statements or forms, and it is true and correct to the best of my knowledge. I understand that anyone who knowingly gives a false or misleading statement about a material fact in this information, or causes someone else to do so, commits a crime and may be sent to prison, or may face other penalties, or both. I understand also that that this will also be grounds for immediate termination of employment.

Staff Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____