

2400 Science Parkway
Okemos, MI 48864

Residential Options, Inc.

(Timecards are due by 12PM Every Friday)

Office: 517-374-8066
Fax: 517-374-5912
Please E-mail Timecards to:
payroll@roi-mi.com

EMPLOYEE NAME: _____

WORKSITE: _____

WEEK ENDING: _____

Please indicate AM or PM!

Date	Respite IN	Respite Out	Reg IN	Reg Out	Reg IN	Reg Out	Respite IN	Respite Out	Total Regular	Total Respite
F										
S										
S										
M										
T										
W										
TH										
TOTALS										
FOR OFFICE USE ONLY		FOR OFFICE USE ONLY		FOR OFFICE USE ONLY			FOR OFFICE USE ONLY		FOR OFFICE USE ONLY	
		REG.	REG. OT	RESPITE	RESPITE OT	LOA	SICK	OTHER		
TOTAL FOR WEEK 1 :										

EMPLOYEE SIGNATURE: _____

PARENT/ GUARDIAN SIGNATURE: _____