

SCATTERED SITES / SUPPORT TIMESHEET

PAY PERIOD	TIMESHEETS TO SUPERVISOR		CHECKS ISSUED
	10 AM	PAYROLL 4 PM	
12/05/2021-12/18/2021	12/20/2021	12/21/2021**	12/23/2021
12/19/2021-1/1/2022	1/3/2022	1/4/2022	1/7/2022
01/02/2022-01/15/2022	1/17/2022	1/18/2022	1/21/2022
1/16/2022-1/29/2022	1/31/2022	2/1/2022	2/4/2022
01/30/2022-2/12/2022	2/14/2022	2/15/2022	2/18/2022
02/13/2022-02/26/2022	2/28/2022	3/1/2022	3/4/2022
2/27/2022-3/12/2022	3/14/2022	3/15/2022	3/18/2022
3/13/2022-3/26/2022	3/28/2022	3/29/2022	4/1/2022
3/27/2022-4/9/2022	4/11/2022	4/12/2022	4/15/2022
4/10/2022-4/23/2022	4/25/2022	4/26/2022	☺ 4/29/2022
4/24/2022-5/7/2022	5/9/2022	5/10/2022	5/13/2022
5/8/2022-5/21/2022	5/23/2022	5/24/2022	5/27/2022
5/22/2022-6/4/2022	6/6/2022	6/7/2022	6/10/2022
06/05/2022-06/18/2022	6/20/2022	6/21/2022	6/24/2022
6/19/2022-7/2/2022	7/5/2022	7/5/2022	7/8/2022
7/3/2022-7/16/2022	7/18/2022	7/19/2022	7/22/2021
7/17/2022-7/30/2022	8/1/2022	8/2/2022	8/5/2022
7/31/2022-8/13/2022	8/15/2022	8/16/2022	8/19/2022
8/14/2022-8/27/2022	8/29/2022	8/30/2022	9/2/2022
8/28/22-9/10/2022	9/12/2022	9/13/2022	9/16/2022
09/11/2022-09/24/2022	9/26/2022	9/27/2022	☺ 9/30/2022
09/25/2022-10/08/2022	10/10/2022	10/11/2022	10/14/2022
10/9/2022-10/22/2022	10/24/2022	10/25/2022	10/28/2022
10/23/2022-11/5/2022	11/7/2022	11/8/2022	11/11/2022
11/6/2022-11/19/2022	11/21/2022	11/22/2021	11/25/2021
11/20/2022-12/3/2022	12/5/2022	12/6/2022	12/9/2022
12/04/2022-12/17/2022	12/19/2022	12/20/2022	12/23/2022

INSTRUCTIONS FOR TIME SHEET COMPLETION

PROGRAM CODES

- | | | |
|--------------------|------------------------------|---------------------------|
| 31 - Apple View | 32 - Emerson | 35 - Parkwood |
| 12 - Arbor | 13 - 14 th Avneue | 27 - Shadyview |
| 33 - Bassett Creek | 23 - Gardenview | 19 - Silver Oaks |
| 10 - Birch Lake | 29 - Highland | 38 - Skyline |
| 14 - Burnhaven | 36 - Hillcrest | 07 - South St. Paul Sites |
| 28 - Cedar Crest | 26 - Huntington | 34 - Southview |
| 39 - Coachman | 17 - Jefferson | 42 - Swift Lane |
| 08 - Cornell Trail | 15 - Lakeview | 43 - Third Avenue |
| 44 - Corner Place | 37 - Midland | 16 - Westwood |
| 24 - Creekside | 21 - Northview | 20 - Woodlake |
| 48 - Deerview | 18 - Oak Hills | 11 - Woodridge |
| 22 - Echo Park | 47 - Oxbury | |

INSTRUCTIONS FOR TIME SHEET COMPLETION

EMPLOYEE: Complete name (please print)
 EMPLOYEE ID#: This number can be found on your paycheck.
 PAY PERIOD: Reference payroll schedule
 PROGRAM CODE: Use site code to indicate place worked (see above) Use the same column for each separate program
 Worked in the two week time period.

DATE: Date worked
 DAY: Le., Su, M, T, etc.
 TIME IN: Time you began work. Include AM or PM.
 TIME OUT: Time you finished work. Include AM or PM. Separate days at Midnight (12AM).
 # HOURS: Total hours worked that day
 CUM HRS: Add cumulative, total hours worked. Record actual hours worked only.

EACH WEEK RUNS FROM SUNDAY THROUGH SATURDAY.
 WEEK 1 TOTAL: Add all hours for the week in each column vertically.
 The total of all columns will equal the total for CUM HRS.

FOLLOW THE ABOVE PROCEDURE FOR COMPLETING WEEK 2
 * If there is not adequate space to record your hours, use additional timesheets.

IMPORTANT: Do not write below the line stating: "Do not write below this line." The temp supervisor will complete this section.

Identify other program worked in time period: If you worked at another program or divisions in this time period, identify the program and put the number of hours worked each week.

PLEASE SIGN YOUR TIME CARD VERIFYING THE RECORDED HOURS.
 (This is required in all ICF/MR sites.)

*Timecards are due to Payroll at 10:00a.m. on listed date due to holiday during week.

**Pay date is on Monday due to bank holidays affecting deadlines..

☹ No Health, Dental, HSA, Flex, Life/Disability deductions