

PAY PERIOD	(10am) TIMESHEETS to (4pm)		CHECKS ISSUED
	SUPERVISOR	PAYROLL	
12/08/2019-12/21/2019	12/23/2019	12/24/2019**	12/27/2019
12/22/2019-01/04/2020	01/06/2020	01/07/2020	01/10/2020
01/05/2020-01/18/2020	01/20/2020	01/21/2020	01/24/2020
01/19/2020-02/01/2020	02/03/2020	02/04/2020	02/07/2020
02/02/2020-02/15/2020	02/17/2020	02/18/2020	02/21/2020
02/16/2020-02/29/2020	03/02/2020	03/03/2020	03/06/2020
03/01/2020-03/14/2020	03/16/2020	03/17/2020	03/20/2020
03/15/2020-03/28/2020	03/30/2020	03/31/2020	04/03/2020
03/29/2020-04/11/2020	04/13/2020	04/14/2020	04/17/2020
04/12/2020-04/25/2020	04/27/2020	04/28/2020	05/01/2020
04/26/2020-05/09/2020	05/11/2020	05/12/2020	05/15/2020
05/10/2020-05/23/2020	05/26/2020	05/27/2020**	05/29/2020☺
05/24/2020-06/06/2020	06/08/2020	06/09/2020	06/12/2020
06/07/2020-06/20/2020	06/22/2020	06/23/2020	06/26/2020
06/21/2020-07/04/2020	07/06/2020	07/07/2020	07/10/2020
07/05/2020-07/18/2020	07/20/2019	07/21/2020	07/24/2020
07/19/2020-08/01/2020	08/03/2020	08/04/2020	08/07/2020
08/02/2020-08/15/2020	08/17/2020	08/18/2020	08/21/2020
08/16/2020-08/29/2020	08/31/2020	09/01/2020	09/04/2020
08/30/2020-09/12/2020	09/14/2020	09/15/2020	09/18/2020
09/13/2020-09/26/2020	09/28/2020	09/29/2020	10/02/2020
09/27/2020-10/10/2020	10/12/2020	10/13/2020	10/16/2020
10/11/2020-10/24/2020	10/26/2020	10/27/2020	10/30/2020☺
10/25/2020-11/07/2020	11/09/2020	11/10/2020	11/13/2020
11/08/2020-11/21/2020	11/23/2020	11/24/2020**	11/27/2020
11/22/2020-12/05/2020	12/07/2020	12/08/2020	12/11/2020
12/06/2020-12/19/2020	12/21/2020	12/22/2020**	12/24/2020

INSTRUCTIONS FOR TIME SHEET COMPLETION

EMPLOYEE: Complete name (Please print)

ID #: This number can be found on your paycheck.

PROGRAM: Name of site/division hours were accrued in.

RATE 1 DESCRIPTION: Primary position

RATE 2 DESCRIPTION: Any secondary position you may work PT or on-call.*

RATE 3 DESCRIPTION: Any additional position you may work PT or on-call.*

* May be left empty if N/A

PAY PERIOD: Reference pay period schedule dates. Indicate month-date-year.

DATE: Date worked or recording time for PTO, Holiday, or LOA

DAY: Day of week (i.e. SU, M, T, W, TH, F, SA)

TIME IN: Time of day you began work. Include AM or PM.

TIME OUT: Time of day you finished working your shift. Include AM or PM. Separate days at Midnight (12AM)

RATE 1: Record hours worked in primary position for that date/day.

RATE 2: Record hours worked in secondary position for that date/day.*

RATE 3: Record hours worked in other secondary positions on that date/day.*

Note: If holiday hours were worked, place an "H" after the total holiday hours for that date/day. Record LOA and PTO hours on the day/date.

CUM HRS: Add cumulative, total hours worked in all positions. Keep accumulating this column throughout the week. Record actual hours worked only. Do not add LOA, PTO or Holiday (unless worked) into the CUM HRS.

WEEK 1 TOTAL: Add all hours for the week in each column vertically. The total of Rates 1,2,3 will equal total for cum hours.

FOLLOW THE ABOVE PROCEDURE FOR COMPLETING WEEK TWO

2 WEEK TOTAL: Add week 1 and 2 total hours for each rate and cum hrs.

If there is not adequate space to record your hours, use additional timesheets.

If claiming funeral leave, the approval form must be attached to time sheet.

EMPLOYEE STATUS/ OVERTIME STATUS: Will be completed by your supervisor.

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

Identify additional program(s) by name, that you worked during pay period.

PER/36-1219

** Timecards are due to Payroll at **NOON** on listed date due to holiday occurring during the week

☺ No benefit deductions: 5/29/20 & 10/30/20