

PAY PERIOD	(10am) TIMESHEETS to (4pm)		CHECKS ISSUED
	SUPERVISOR	PAYROLL	
12/06/2020-12/19/2020	12/21/2020	12/22/2020**	12/24/2020
12/20/2020-01/02/2021	1/4/2021	1/5/2021	1/8/2021
01/03/2021-01/16/2021	1/18/2021	1/19/2021	1/22/2021
01/17/2021-01/30/2021	2/1/2021	2/2/2021	2/5/2021
01/31/2021-02/13/2021	2/15/2021	2/16/2021	2/19/2021
02/14/2021-02/27/2021	3/1/2021	3/2/2021	3/5/2021
02/28/2021-03/13/2021	3/15/2021	3/16/2021	3/19/2021
03/14/2021-03/27/2021	3/29/2021	3/30/2021	4/2/2021
03/28/2021-04/10/2021	4/12/2021	4/13/2021	4/16/2021
04/11/2021-04/24/2021	4/26/2021	4/27/2021	☺ 4/30/2021
04/25/2021-05/08/2021	5/10/2021	5/11/2021	5/14/2021
05/09/2021-05/22/2021	5/24/2021	5/25/2021	5/28/2021
05/23/2021-06/05/2021	6/7/2021	6/8/2021	6/11/2021
06/06/2021-06/19/2021	6/21/2021	6/22/2021	6/25/2021
06/20/2021-07/03/2021	7/6/2021	7/7/2021**	7/9/2021
07/04/2021-07/17/2021	7/19/2021	7/20/2021	7/23/2021
07/18/2021-07/31/2021	8/2/2021	8/3/2021	8/6/2021
08/01/2021-08/14/2021	8/16/2021	8/17/2021	8/20/2021
08/15/2021-08/28/2021	8/30/2021	8/31/2021	9/3/2021
08/29/2021-09/11/2021	9/13/2021	9/14/2021	9/17/2021
09/12/2021-09/25/2021	9/27/2021	9/28/2021	10/1/2021
09/26/2021-10/09/2021	10/11/2021	10/12/2021	10/15/2021
10/10/2021-10/23/2021	10/25/2021	10/26/2021	☺ 10/29/2021
10/24/2021-11/06/2021	11/8/2021	11/9/2021	11/12/2021
11/07/2021-11/20/2021	11/22/2021	11/23/2021**	11/26/2021
11/21/2021-12/04/2021	12/6/2021	12/7/2021	12/10/2021
12/05/2021-12/18/2021	12/20/2021	12/21/2021**	12/23/2021

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.

** Timecards are due to Payroll at **NOON** on listed date due to holiday occurring during the week
 ☺ No benefit deductions: 4/30/21 & 10/29/21