

PAY PERIOD	TIMESHEETS TO SUPERVISOR PAYROLL		CHECKS ISSUED
	10 AM	4 PM	
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

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 | 26 - Huntington | 07 - South St. Paul Sites |
| 28 - Cedar Crest | 17 - Jefferson | 34 - Southview |
| 39 - Coachman | 15 - Lakeview | 42 - Swift Lane |
| 08 - Cornell Trail | 37 - Midland | 43 - Third Avenue |
| 44 - Corner Place | 21 - Northview | 16 - Westwood |
| 24 - Creekside | 18 - Oak Hills | 20 - Woodlake |
| 48 - Deerview | 47 - Oxbury | 11 - Woodridge |
| 22 - Echo Park | 25 - Parkside | |

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: I.e., 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.

** 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**