

(Please print full name)

EMPLOYEE: _____ PROGRAM: _____ ID#: _____

RATE 1 DESCRIPTION: _____

RATE 2 DESCRIPTION: _____

RATE 3 DESCRIPTION: _____

PAY PERIOD: _____ TO _____
(mo/day/year) (mo/day/year)

DATE	DAY	TIME IN (include am/pm)	TIME OUT (include am/pm)	RATE 1	RATE 2	RATE 3	CUM HRS
CUMULATIVE WEEK ONE TOTAL							
CUMULATIVE WEEK TWO TOTAL							
TWO WEEKS GRAND TOTAL							

Exempt Non Exempt 7/40 14/80
 SCHEDULED HOURS WK 1: _____
 SCHEDULED HOURS WK 2: _____

Instructions & Payroll Schedule are located on the backside

HOURS WORKED	RATE 1	RATE 2	RATE 3
REGULAR			
OVERTIME			
HOLIDAY			
TOTAL HOURS ACTUALLY WORKED			

FULL TIME STAFF ONLY

HOURS	RATE 1	RATE 2	RATE 3
PTO			
PAID HOLIDAY			
funeral, court duty, other			

COMPLETED BY: _____
Employee full signature (no initials)

REVIEWED BY: _____
Supervisor full signature (no initials)

IDENTIFY ANY OTHER PROGRAM(S) WORKED IN PAY PERIOD:

Program						
Hrs Worked	WK 1	WK 2	WK 1	WK 2	WK 1	WK 2

SUPERVISOR'S COMMENTS TO PAYROLL:

PAY PERIOD	(10am) TIMESHEETS to (4pm)		CHECKS ISSUED
	SUPERVISOR	PAYROLL	
12/5/2021-12/18/2021	12/20/2021	12/21/2021**	12/23/2021
12/19/2021-1/1/2022	1/3/2022	1/4/2022	1/7/2022
1/2/2022-1/15/2022	1/17/2022	1/18/2022	1/21/2022
1/16/2022-1/29/2022	1/31/2022	2/1/2022	2/4/2022
1/30/2022-2/12/2022	2/14/2022	2/15/2022	2/18/2022
2/13/2022-2/26/2022	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
6/5/2022-6/18/2022	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
9/11/2022-09/24/2022	9/26/2022	9/27/2022	☺ 9/30/2022
9/25/2022-10/8/2022	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

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: 4/29/22 & 9/30/22