

FIELD STAFF TIME SHEET

MUST BE RECEIVED BY 5PM ON MONDAY AFTER TWO WEEK PERIOD

| day | date | time in | time out | daily total | Job Title | Office Use Only | |
|---------------|------|---------|----------|--------------|-----------|---------------------|--|
| | | | | | | Program Codes/Notes | |
| Sunday : AM | | | | | | | |
| PM | | | | | | | |
| Monday: AM | | | | | | | |
| PM | | | | | | | |
| Tuesday: AM | | | | | | | |
| PM | | | | | | | |
| Wednesday: AM | | | | | | | |
| PM | | | | | | | |
| Thursday: AM | | | | | | | |
| PM | | | | | | | |
| Friday: AM | | | | | | | |
| PM | | | | | | | |
| Saturday: AM | | | | | | | |
| PM | | | | | | | |
| | | | | Total Week 1 | | | |

PRINT EMPLOYEE NAME _____

EMPLOYEE EMAIL _____

EMPLOYEE PHONE NUMBER _____

X
Employee Signature _____

Name of Individual Supported _____

X
Supervisory Approval (Family or Individual) _____

X
Arc Approval _____

2 week pay period
see schedule of pay periods
on reverse side.
Dates
_____ to _____

| day | date | time in | time out | daily total | Job Title | Office Use Only | |
|---------------|------|---------|----------|--------------|-----------|---------------------|--|
| | | | | | | Program Codes/Notes | |
| Sunday : AM | | | | | | | |
| PM | | | | | | | |
| Monday: AM | | | | | | | |
| PM | | | | | | | |
| Tuesday: AM | | | | | | | |
| PM | | | | | | | |
| Wednesday: AM | | | | | | | |
| PM | | | | | | | |
| Thursday: AM | | | | | | | |
| PM | | | | | | | |
| Friday: AM | | | | | | | |
| PM | | | | | | | |
| Saturday: AM | | | | | | | |
| PM | | | | | | | |
| | | | | Total Week 2 | | | |

| | |
|--------------------|--|
| GRAND TOTAL | |
|--------------------|--|

57 Wingate Street, Suite 301
Haverhill, MA 01832
Phone: 978-373-0552
Fax: 978-373-0557
timesheets@thearcofghn.org



SEE REVERSE SIDE FOR INSTRUCTIONS AND PAY DATES

Directions for completing the field staff time sheet

FIELD STAFF

- 1.) Print your name, and provide your phone number and email on the lines provided.
- 2.) Sign your name on the line provided.
- 3.) In the space indicated print the name of the individual you are supporting.
- 4.) In the box provided, place the two week period you have completed, include the first day of the two week period and the last day of the two week period and the year. See the payroll schedule to use the correct dates.
- 5.) For each day you work, place the date in the date column corresponding to the correct day of the week.
- 6.) For each specific date record the actual time you started (time in) and the actual time you finished (time out).
 If the time in and the time out were during the AM or PM put these times on the same line.
 If your time in was in the AM and your time out was in the PM put these times on the corresponding lines.
 Calculate the number of hours for each AM period and each PM period.
 In the Job Title column, put the title of your position you are performing during that time period.
 Do not write in the Office Use Only column.
- 7.) At the end of week 1, add up the daily hours column and place that number on the line total week 1.
- 8.) At the end of week 2, add up the daily hours column and place that number on the line total week 2.
- 9.) At the end of week 2, add the results from the total week1 and total week 2, and place that number in the space provided next to *GRAND TOTAL*.
- 10.) Give the completed timesheet to your supervisor (if a family member or individual) to sign, send to

The Arc of Greater Haverhill-Newburyport

BY 5 PM THE MONDAY FOLLOWING THE TWO WEEK PAY PERIOD

(any timesheet submitted late will be paid the following pay date)

You may drop off (if office is closed slide under The Arc main door) email, or fax.

Timesheets are still due Mondays by 5pm

even when the office is closed.

| | Pay Period Dates | Paydate |
|----|-------------------------|----------------|
| 1 | June 18-July 1 | 7/7/2023 |
| 2 | July 2-July 15 | 7/21/2023 |
| 3 | July 16-July 29 | 8/4/2023 |
| 4 | July 30-Aug 12 | 8/18/2023 |
| 5 | Aug 13-Aug 26 | 9/1/2023 |
| 6 | Aug 27-Sept 9 | 9/15/2023 |
| 7 | Sept 10-Sept 23 | 9/29/2023 |
| 8 | Sept 24-Oct 7 | 10/13/2023 |
| 9 | Oct 8- Oct 21 | 10/27/2023 |
| 10 | Oct 22- Nov 4 | 11/10/2023 |
| 11 | Nov 5-Nov 18 | 11/24/2023 |
| 12 | Nov 19-Dec 2 | 12/8/2023 |
| 13 | Dec 3- Dec 16 | 12/22/2023 |
| 14 | Dec 17-Dec 30 | 1/5/2024 |
| 15 | Dec 31- Jan 13 | 1/19/2024 |
| 16 | Dec 31- Jan 13 | 2/2/2024 |
| 17 | Jan 28- Feb 10 | 2/16/2024 |
| 18 | Feb 11- Feb 24 | 3/1/2024 |
| 19 | Feb 25-Mar 9 | 3/15/2024 |
| 20 | Mar 10- Mar 23 | 3/29/2024 |
| 21 | Mar 24- Apr 6 | 4/12/2024 |
| 22 | Apr 7- Apr 20 | 4/26/2024 |
| 23 | Apr 21- May 4 | 5/10/2024 |
| 24 | May 5- May 18 | 5/24/2024 |
| 25 | May 19- Jun 1 | 6/7/2024 |
| 26 | Jun 2- Jun 15 | 6/21/2024 |