

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	
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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 24 - July 07	7/13/2018
2	July 8 - July 21	7/27/2018
3	July 22 - Aug 4	8/10/2018
4	Aug 5 - Aug 18	8/24/2018
5	Aug 19 - Sept 1	9/7/2018
6	Sept 2 - Sept 15	9/21/2018
7	Sept 16 - Sept 29	10/5/2018
8	Sept 30 - Oct 13	10/19/2018
9	Oct 14 - Oct 27	11/2/2018
10	Oct 28 - Nov 10	11/16/2018
11	Nov 11 - Nov 24	11/30/2018
12	Nov 25 - Dec 8	12/14/2018
13	Dec 9 - Dec 22	12/28/2018
14	Dec 23 - Jan 5	1/11/2019
15	Jan 6 - Jan 19	1/25/2019
16	Jan 20 - Feb 2	2/8/2019
17	Feb 3 - Feb 16	2/22/2019
18	Feb 17 - Mar 2	3/8/2019
19	Mar 3 - Mar 16	3/22/2019
20	Mar 17 - Mar 30	4/5/2019
21	Mar 31 - Apr 13	4/19/2019
22	Apr 14 - Apr 27	5/3/2019
23	April 28- May 11	5/17/2019
24	May 12 - May 25	5/31/2019
25	May 26 - June 8	6/14/2019
26	June 9 - June 22	6/28/2019