

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 _____
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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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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 20-July 3	7/9/2021
2	July 4-July 17	7/23/2021
3	July 18-July 31	8/6/2021
4	Aug 1-Aug 14	8/20/2021
5	Aug 15-Aug 28	9/3/2021
6	Aug 29-Sept 11	9/17/2021
7	Sept 12-Sept 25	10/1/2021
8	Sept 26-Oct 9	10/15/2021
9	Oct 10- Oct 23	10/29/2021
10	Oct 24- Nov 6	11/12/2021
11	Nov 7-Nov 20	11/26/2021
12	Nov 21-Dec 4	12/10/2021
13	Dec 5- Dec 18	12/24/2021
14	Dec 19-Jan 1	1/7/2022
15	Jan 2- Jan 15	1/21/2022
16	Jan 16- Jan 29	2/4/2022
17	Jan 30- Feb 12	2/18/2022
18	Feb 13- Feb 26	3/4/2022
19	Feb 27-Mar 12	3/18/2022
20	Mar 13- Mar 26	4/1/2022
21	Mar 27- Apr 9	4/15/2022
22	Apr 10- Apr 23	4/29/2022
23	Apr 24- May 7	5/13/2022
24	May 8- May 21	5/27/2022
25	May 22- Jun 4	6/10/2022
26	Jun 5- Jun 18	6/24/2022