

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



TIMESHEET INSTRUCTIONS AND PAY DATES

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 week 1 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 19-July 2	7/8/2022
2	July 3-July 16	7/22/2022
3	July 17-July 30	8/5/2022
4	July 31-Aug 13	8/19/2022
5	Aug 14-Aug 27	9/2/2022
6	Aug 28-Sept 10	9/16/2022
7	Sept 11-Sept 24	9/30/2022
8	Sept 25-Oct 8	10/14/2022
9	Oct 19- Oct 22	10/28/2022
10	Oct 23- Nov 5	11/11/2022
11	Nov 6-Nov 19	11/25/2022
12	Nov 20-Dec 3	12/9/2022
13	Dec 4- Dec 17	12/23/2022
14	Dec 18-Dec 31	1/6/2023
15	Jan 1- Jan 14	1/20/2023
16	Jan 15- Jan 28	2/3/2023
17	Jan 29- Feb 11	2/17/2023
18	Feb 12- Feb 25	3/3/2023
19	Feb 26-Mar 11	3/17/2023
20	Mar 12- Mar 25	3/31/2023
21	Mar 26- Apr 8	4/14/2023
22	Apr 9- Apr 22	4/28/2023
23	Apr 23- May 6	5/12/2023
24	May 7- May 20	5/26/2023
25	May 21- Jun 3	6/9/2023
26	Jun 4- Jun 17	6/23/2023