

FIELD STAFF TIME SHEET

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

						Office Use Only	
day	date	time in	time out	daily total	Job Title	Program Codes/Notes	
Sunday :							
Monday:							
Tuesday:							
Wednesday:							
Thursday:							
Friday:							
Saturday:							
				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 _____

						Office Use Only	
day	date	time in	time out	daily total	Job Title	Program Codes/Notes	
Sunday :							
Monday:							
Tuesday:							
Wednesday:							
Thursday:							
Friday:							
Saturday:							
				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 15 - June 28	7/4/2025
2	June 29 - July 12	7/18/2025
3	July 13 - July 26	8/1/2025
4	July 27 - Aug 9	8/15/2025
5	Aug 10 - Aug 23	8/29/2025
6	Aug 24 - Sept 6	9/12/2025
7	Sept 7 - Sept 20	9/26/2025
8	Sept 21 - Oct 4	10/10/2025
9	Oct 5 - Oct 18	10/24/2025
10	Oct 19 - Nov 1	11/7/2025
11	Nov 2 - Nov 15	11/21/2025
12	Nov 16 - Nov 29	12/5/2025
13	Nov 30 - Dec 13	12/19/2025
14	Dec 14 - Dec 27	1/2/2026
15	Dec 28 - Jan 10	1/16/2026
16	Jan 11 - Jan 24	1/30/2026
17	Jan 25 - Feb 7	2/13/2026
18	Feb 8 - Feb 21	2/27/2026
19	Feb 22 - Mar 7	3/13/2026
20	Mar 8 - Mar 21	3/27/2026
21	Mar 22 - Apr 4	4/10/2026
22	Apr 5 - Apr 18	4/24/2026
23	Apr 19 - May 2	5/8/2026
24	May 3 - May 16	5/22/2026
25	May 17 - May 30	6/5/2026
26	May 31 - Jun 13	6/19/2026