

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 : 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 _____

						Office Use Only	
day	date	time in	time out	daily total	Job Title	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 14 - June 27	7/3/2026
2	June 28 - July 11	7/17/2026
3	July 12 - July 25	7/31/2026
4	July 26 - Aug 8	8/14/2026
5	Aug 9 - Aug 22	8/28/2026
6	Aug 23 - Sept 5	9/11/2026
7	Sept 6 - Sept 19	9/25/2026
8	Sept 20 - Oct 3	10/9/2026
9	Oct 4 - Oct 17	10/23/2026
10	Oct 18 - Oct 31	11/6/2026
11	Nov 1 - Nov 14	11/20/2026
12	Nov 15 - Nov 28	12/4/2026
13	Nov 29 - Dec 12	12/18/2026
14	Dec 13 - Dec 26	1/1/2027
15	Dec 27 - Jan 9	1/15/2027
16	Jan 10 - Jan 23	1/29/2027
17	Jan 24 - Feb 6	2/12/2027
18	Feb 7 - Feb 20	2/26/2027
19	Feb 21 - Mar 6	3/12/2027
20	Mar 7 - Mar 20	3/26/2027
21	Mar 21 - Apr 3	4/9/2027
22	Apr 4 - Apr 17	4/23/2027
23	Apr 18 - May 1	5/7/2027
24	May 2 - May 15	5/21/2027
25	May 16 - May 29	6/4/2027
26	May 30 - Jun 12	6/18/2027