

EMPLOYEE: _____
 (Please print full name)

POSITION: NURSE CONSULTANT
 POSITION: FLOATER (AWAKE)
 POSITION: FLOATER (SLEEP)

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EMPLOYEE ID#: _____

SCHEDULED HOURS: WEEK 1
 SCHEDULED HOURS: WEEK 2

PAY PERIOD: _____ TO _____

| | | PROGRAM CODE | | | | | | | | | | CUM HRS |
|---------------------|-----|--------------|----------|------------------------|--|--|--|--|--|--|--|---------|
| DATE | DAY | TIME IN | TIME OUT | NUMBER OF HOURS WORKED | | | | | | | | |
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| WK 1 TOTAL PER PROG | | | | | | | | | | | | |

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|---------------------------|--|
| HRS WORKED | |
| OVERTIME | |
| HOLIDAY | |
| TOTAL HRS ACTUALLY WORKED | |

| | |
|----------------------------|--|
| FULL TIME STAFF ONLY | |
| PTO | |
| PAID HOLIDAY | |
| Funeral, Court Duty, Other | |

COMPLETED BY: _____
 employee full signature

| | | PROGRAM CODE | | | | | | | | | | CUM HRS |
|---------------------|-----|--------------|----------|------------------------|--|--|--|--|--|--|--|---------|
| DATE | DAY | TIME IN | TIME OUT | NUMBER OF HOURS WORKED | | | | | | | | |
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| WK 2 TOTAL PER PROG | | | | | | | | | | | | |

REVIEWED BY: _____
 supervisor full signature

Identify other program worked in pay period:

| | | |
|-------------|-----|-----|
| Program | | |
| Hrs. Worked | Wk1 | Wk2 |

SUPERVISOR'S COMMENTS TO PAYROLL:

| | | | | | | | | | | | | | |
|---|--|--|--|--|--|--|--|--|--|--|--|--|--|
| DO NOT WRITE BELOW THIS LINE - FOR OFFICE USE ONLY | | | | | | | | | | | | | |
| PROGRAM CODES | | | | | | | | | | | | | |
| 2 WEEK TOTAL = REG | | | | | | | | | | | | | |
| OVERTIME | | | | | | | | | | | | | |
| HOLIDAY | | | | | | | | | | | | | |

| PAY PERIOD | TIMESHEETS TO SUPERVISOR | | CHECKS ISSUED |
|-----------------------|--------------------------|---------------------|--------------------|
| | 10 AM | 4 PM | |
| 12/05/2021-12/18/2021 | 12/20/2021 | 12/21/2021** | 12/23/2021 |
| 12/19/2021-1/1/2022 | 1/3/2022 | 1/4/2022 | 1/7/2022 |
| 01/02/2022-01/15/2022 | 1/17/2022 | 1/18/2022 | 1/21/2022 |
| 1/16/2022-1/29/2022 | 1/31/2022 | 2/1/2022 | 2/4/2022 |
| 01/30/2022-2/12/2022 | 2/14/2022 | 2/15/2022 | 2/18/2022 |
| 02/13/2022-02/26/2022 | 2/28/2022 | 3/1/2022 | 3/4/2022 |
| 2/27/2022-3/12/2022 | 3/14/2022 | 3/15/2022 | 3/18/2022 |
| 3/13/2022-3/26/2022 | 3/28/2022 | 3/29/2022 | 4/1/2022 |
| 3/27/2022-4/9/2022 | 4/11/2022 | 4/12/2022 | 4/15/2022 |
| 4/10/2022-4/23/2022 | 4/25/2022 | 4/26/2022 | ☺ 4/29/2022 |
| 4/24/2022-5/7/2022 | 5/9/2022 | 5/10/2022 | 5/13/2022 |
| 5/8/2022-5/21/2022 | 5/23/2022 | 5/24/2022 | 5/27/2022 |
| 5/22/2022-6/4/2022 | 6/6/2022 | 6/7/2022 | 6/10/2022 |
| 06/05/2022-06/18/2022 | 6/20/2022 | 6/21/2022 | 6/24/2022 |
| 6/19/2022-7/2/2022 | 7/5/2022 | 7/5/2022 | 7/8/2022 |
| 7/3/2022-7/16/2022 | 7/18/2022 | 7/19/2022 | 7/22/2021 |
| 7/17/2022-7/30/2022 | 8/1/2022 | 8/2/2022 | 8/5/2022 |
| 7/31/2022-8/13/2022 | 8/15/2022 | 8/16/2022 | 8/19/2022 |
| 8/14/2022-8/27/2022 | 8/29/2022 | 8/30/2022 | 9/2/2022 |
| 8/28/22-9/10/2022 | 9/12/2022 | 9/13/2022 | 9/16/2022 |
| 09/11/2022-09/24/2022 | 9/26/2022 | 9/27/2022 | ☺ 9/30/2022 |
| 09/25/2022-10/08/2022 | 10/10/2022 | 10/11/2022 | 10/14/2022 |
| 10/9/2022-10/22/2022 | 10/24/2022 | 10/25/2022 | 10/28/2022 |
| 10/23/2022-11/5/2022 | 11/7/2022 | 11/8/2022 | 11/11/2022 |
| 11/6/2022-11/19/2022 | 11/21/2022 | 11/22/2021 | 11/25/2021 |
| 11/20/2022-12/3/2022 | 12/5/2022 | 12/6/2022 | 12/9/2022 |
| 12/04/2022-12/17/2022 | 12/19/2022 | 12/20/2022 | 12/23/2022 |

INSTRUCTIONS FOR TIME SHEET COMPLETION

PROGRAM CODES

- | | | |
|--------------------|------------------------------|---------------------------|
| 31 - Apple View | 32 - Emerson | 35 - Parkwood |
| 12 - Arbor | 13 - 14 th Avneue | 19 - Silver Oaks |
| 10 - Birch Lake | 23 - Gardenview | 38 - Skyline |
| 14 - Burnhaven | 29 - Highland | 07 - South St. Paul Sites |
| 28 - Cedar Crest | 17 - Jefferson | 34 - Southview |
| 39 - Coachman | 15 - Lakeview | 42 - Swift Lane |
| 08 - Cornell Trail | 37 - Midland | 43 - Third Avenue |
| 44 - Corner Place | 21 - Northview | 16 - Westwood |
| 48 - Deerview | 18 - Oak Hills | 20 - Woodlake |
| 22 - Echo Park | 25 - Parkside | 11 - Woodridge |

INSTRUCTIONS FOR TIME SHEET COMPLETION

EMPLOYEE: Complete name (please print)
EMPLOYEE ID#: This number can be found on your paycheck.
PAY PERIOD: Reference payroll schedule
PROGRAM CODE: Use site code to indicate place worked (see above) Use the same column for each separate program
Worked in the two week time period.

DATE: Date worked
DAY: I.e., Su, M, T, etc.
TIME IN: Time you began work. Include AM or PM.
TIME OUT: Time you finished work. Include AM or PM. Separate days at Midnight (12AM).
HOURS: Total hours worked that day
CUM HRS: Add cumulative, total hours worked. Record actual hours worked only.

EACH WEEK RUNS FROM SUNDAY THROUGH SATURDAY.
WEEK 1 TOTAL: Add all hours for the week in each column vertically.
The total of all columns will equal the total for CUM HRS.

FOLLOW THE ABOVE PROCEDURE FOR COMPLETING WEEK 2
* If there is not adequate space to record your hours, use additional timesheets.

IMPORTANT: Do not write below the line stating: "Do not write below this line." The temp supervisor will complete this section.

Identify other program worked in time period: If you worked at another program or divisions in this time period, identify the program and put the number of hours worked each week.

PLEASE SIGN YOUR TIME CARD VERIFYING THE RECORDED HOURS.
(This is required in all ICF/MR sites.)

*Timecards are due to Payroll at 10:00a.m. on listed date due to holiday during week.

** Timecards are due to Payroll at **NOON** on listed date due to holiday occurring during the week
☺ No benefit deductions: **4/29/22 & 9/30/22**