

Partners in Community Supports (PICS) Timesheet

Expanding choices.



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Employee name: _____

Customer name: _____

Instructions:

- 1) Time in and Time out (including am or pm) is required for all hours worked.
- 3) Timesheets must be signed and dated by the employee and Managing Party (MP)
- 2) Overtime begins at 40 hours per week

Time Sheet Due Dates:
The Monday following the end of the pay period by 12:00 noon.

*Please inform us of any rate changes by using an Employee Agreement

WEEK 1

Day	Date	Time in	Time out	Time in	Time out	Reg Hours	Other Hours		
Thursday									
Friday									
Saturday									
Sunday								DO NOT USE	
Monday								Reg	Hours
Tuesday									other
Wednesday								OT	
Total Hours (Week 1):								OFFICE USE ONLY	

*Please indicate whether OTHER hours are respite, house keeping, etc.

WEEK 2

Day	Date	Time in	Time out	Time in	Time out	Reg Hours	Other Hours		
Thursday									
Friday									
Saturday									
Sunday								DO NOT USE	
Monday								Reg	Hours
Tuesday									other
Wednesday								OT	
Total Hours (Week 2):								OFFICE USE ONLY	

*Please indicate whether OTHER hours are respite, house keeping, etc.

	Reg	OTHER
Total hours for both weeks:		

*Inaccurate or incomplete time sheets may be returned for corrections, which could result in a delay of payment

Employee signature

Date Managing Party signature

Date