

Pay Cycle - Check Box > Fill In Dates Throughout Timesheet

- 12/17 - 12/30/23, due 01/02
- 12/31 - 01/13, due 01/16
- 01/14 - 01/27, due 01/29
- 01/28 - 02/10, due 02/12
- 02/11 - 02/24, due 02/26
- 02/25 - 03/09, due 03/11
- 03/10 - 03/23, due 03/26
- 03/24 - 04/06, due 04/08
- 04/07 - 04/20, due 04/22
- 04/21 - 05/04, due 05/06
- 05/05 - 05/18, due 05/20
- 05/19 - 06/01, due 06/03
- 06/02 - 06/15, due 06/17
- 06/16 - 06/29, due 07/01
- 06/30 - 07/13, due 07/15
- 07/14 - 07/27, due 07/29
- 07/28 - 08/10, due 08/12
- 08/11 - 08/24, due 08/26
- 08/25 - 09/07, due 09/09
- 09/08 - 09/21, due 09/23
- 09/22 - 10/05, due 10/07
- 10/06 - 10/19, due 10/21
- 10/20 - 11/02, due 11/04
- 11/03 - 11/16, due 11/18
- 11/17 - 11/30, due 12/02
- 12/01 - 12/14, due 12/16

# COMMUNITY CONNECTIONS

## 2024 Bi-Weekly Timesheet

### CMH Direct Service Staff

LAST NAME \_\_\_\_\_

FIRST NAME \_\_\_\_\_

**TO BE COMPLETED BY EMPLOYEE**

\*\*Fill in dates and track time daily. Due to supervisors by 4 pm on timesheet days. See payroll calendar for pay cycle details.\*\*

Day	Date	TO BE COMPLETED BY EMPLOYEE								Payroll Use			
		CMH Direct Service	CMH Direct Service	CMH Direct Service	CMH Administration	CMH Administration	CMH Administration	CMH Administration	Holiday	Paid Leave	Daily Totals	Roll Over Hours	
												Straight Time	Over Time
Week 1	Sun												
	Mon												
	Tue												
	Wed												
	Thu												
	Fri												
	Sat												
	Wk 1												
	Total												
Week 2	Sun												
	Mon												
	Tue												
	Wed												
	Thu												
	Fri												
	Sat												
	Wk 2												
	Total												
Total Hours													

Employee Signature \_\_\_\_\_

Date \_\_\_\_\_

Supervisor Signature \_\_\_\_\_

Date \_\_\_\_\_

*I hereby certify the time claimed worked on this timesheet is accurate. Misrepresentation of the time worked or activities actually performed can constitute fraud and be criminally prosecuted as an unsworn falsification under AS 11.56.210 or as Medical Assistance Fraud under AS 47.05.210. A conviction for making a false statement on a medical record can result in a barrier from performing services for Medicaid recipients. VI.17*

Notes: \_\_\_\_\_

QA'd for Processing: \_\_\_\_\_

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- 04/07 - 04/20, due 04/22
- 04/21 - 05/04, due 05/06
- 05/05 - 05/18, due 05/20
- 05/19 - 06/01, due 06/03
- 06/02 - 06/15, due 06/17
- 06/16 - 06/29, due 07/01
- 06/30 - 07/13, due 07/15
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- 11/17 - 11/30, due 12/02
- 12/01 - 12/14, due 12/16

# COMMUNITY CONNECTIONS

## 2024 Bi-Weekly Timesheet

### SDS Direct Service Staff

LAST NAME \_\_\_\_\_

FIRST NAME \_\_\_\_\_

**TO BE COMPLETED BY EMPLOYEE**

\*\*Fill in dates and track time daily. Due to supervisors by 4 pm on timesheet days. See payroll calendar for pay cycle details.\*\*

Day	Date									Holiday	Paid Leave	Daily Totals	Payroll Use				
		Straight Time		Over Time													
Week 1	Sun	A	P		A	P		A	P		A	P					
	Mon	A	P		A	P		A	P		A	P					
	Tue	A	P		A	P		A	P		A	P					
	Wed	A	P		A	P		A	P		A	P					
	Thu	A	P		A	P		A	P		A	P					
	Fri	A	P		A	P		A	P		A	P					
	Sat	A	P		A	P		A	P		A	P					
Code Hours																	
Week 2	Sun	A	P		A	P		A	P		A	P					
	Mon	A	P		A	P		A	P		A	P					
	Tue	A	P		A	P		A	P		A	P					
	Wed	A	P		A	P		A	P		A	P					
	Thu	A	P		A	P		A	P		A	P					
	Fri	A	P		A	P		A	P		A	P					
	Sat	A	P		A	P		A	P		A	P					
Code Hours																	

Employee Signature \_\_\_\_\_

Date \_\_\_\_\_

Supervisor Signature \_\_\_\_\_

Date \_\_\_\_\_

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- 11/17 - 11/30, due 12/02
- 12/01 - 12/14, due 12/16

# COMMUNITY CONNECTIONS

2024 Bi-Weekly Timesheet  
In-Office Staff

LAST NAME \_\_\_\_\_

FIRST NAME \_\_\_\_\_

### TO BE COMPLETED BY EMPLOYEE

**\*\*Fill in dates and track time daily. Due to supervisors by 4 pm on timesheet days. See payroll calendar for pay cycle details.\*\***

Day	Date									Holiday	Paid Leave	Daily Totals	Payroll Use			
													Roll Over Hours			
													Straight Time	Over Time		
W e e k 1	Sun	A P	A P	A P	A P	A P	A P	A P	A P							
	Mon	A P	A P	A P	A P	A P	A P	A P	A P							
	Tue	A P	A P	A P	A P	A P	A P	A P	A P							
	Wed	A P	A P	A P	A P	A P	A P	A P	A P							
	Thu	A P	A P	A P	A P	A P	A P	A P	A P							
	Fri	A P	A P	A P	A P	A P	A P	A P	A P							
	Sat	A P	A P	A P	A P	A P	A P	A P	A P							
Wk 1																
Total																
W e e k 2	Sun	A P	A P	A P	A P	A P	A P	A P	A P							
	Mon	A P	A P	A P	A P	A P	A P	A P	A P							
	Tue	A P	A P	A P	A P	A P	A P	A P	A P							
	Wed	A P	A P	A P	A P	A P	A P	A P	A P							
	Thu	A P	A P	A P	A P	A P	A P	A P	A P							
	Fri	A P	A P	A P	A P	A P	A P	A P	A P							
	Sat	A P	A P	A P	A P	A P	A P	A P	A P							
Wk 2																
Total																
Total Hours																

Employee Signature \_\_\_\_\_

Date \_\_\_\_\_

Supervisor Signature \_\_\_\_\_

Date \_\_\_\_\_

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