

Pay Cycle - Check Box > Fill In Dates Throughout Timesheet

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

# COMMUNITY CONNECTIONS

## 2025 Bi-Weekly Timesheet

### CMH Direct Service Staff

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

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

TO BE COMPLETED BY EMPLOYEE											Payroll Use	
**Fill in dates and track time daily. Due to supervisors by 4 pm on timesheet days. See payroll calendar for pay cycle details.**											Roll Over Hours	
Day	CMH Direct Service	CMH Direct Service	CMH Direct Service	CMH Administration	CMH Administration	CMH Administration	CMH Administration	Holiday	Paid Leave	Daily Totals	Straight Time	Over Time
Date												
Sun												
Mon												
Tue												
Wed												
Thu												
Fri												
Sat												
Wk 1												
Total												
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: \_\_\_\_\_

Pay Cycle - Check Box > Fill In Dates Throughout Timesheet

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

# COMMUNITY CONNECTIONS

## 2025 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												
	Mon	A	P												
		A	P												
		A	P												
	Tue	A	P												
	A	P													
	A	P													
Wed	A	P													
	A	P													
	A	P													
Thu	A	P													
	A	P													
	A	P													
Fri	A	P													
	A	P													
	A	P													
Sat	A	P													
	A	P													
	A	P													
Code Hours															
Week 2	Sun	A	P												
		A	P												
		A	P												
	Mon	A	P												
		A	P												
		A	P												
	Tue	A	P												
	A	P													
	A	P													
Wed	A	P													
	A	P													
	A	P													
Thu	A	P													
	A	P													
	A	P													
Fri	A	P													
	A	P													
	A	P													
Sat	A	P													
	A	P													
	A	P													
Code Hours															

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

Date \_\_\_\_\_

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

Date \_\_\_\_\_

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

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

# COMMUNITY CONNECTIONS

## 2025 Bi-Weekly Timesheet

*In-Office Staff*

**Pay Cycle - Check Box > Fill In Dates Throughout Timesheet**

- |  |   |   |
|--|---|---|
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| <input type="checkbox"/> 02/09 - 02/22, due 02/24    | <input type="checkbox"/> 06/15 - 06/28, due 06/30 | <input type="checkbox"/> 10/19 - 11/01, due 11/03 |
| <input type="checkbox"/> 02/23 - 03/08, due 03/10    | <input type="checkbox"/> 06/29 - 07/12, due 07/14 | <input type="checkbox"/> 11/02 - 11/15, due 11/17 |
| <input type="checkbox"/> 03/09 - 03/22, due 03/24    | <input type="checkbox"/> 07/13 - 07/26, due 07/28 | <input type="checkbox"/> 11/16 - 11/29, due 12/01 |
| <input type="checkbox"/> 03/23 - 04/05, due 04/07    | <input type="checkbox"/> 07/27 - 08/09, due 08/11 | <input type="checkbox"/> 11/30 - 12/13, due 12/15 |
| <input type="checkbox"/> 04/06 - 04/19, due 04/21    | <input type="checkbox"/> 08/10 - 08/23, due 08/25 |   |

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	A	A	A	A	A	A	A					
		P	P	P	P	P	P	P	P					
	Mon	A	A	A	A	A	A	A	A					
		P	P	P	P	P	P	P	P					
	Tue	A	A	A	A	A	A	A	A					
		P	P	P	P	P	P	P	P					
	Wed	A	A	A	A	A	A	A	A					
P		P	P	P	P	P	P	P						
Thu	A	A	A	A	A	A	A	A						
	P	P	P	P	P	P	P	P						
Fri	A	A	A	A	A	A	A	A						
	P	P	P	P	P	P	P	P						
Sat	A	A	A	A	A	A	A	A						
	P	P	P	P	P	P	P	P						
Wk 1														
Total														
W e e k 2	Sun	A	A	A	A	A	A	A	A					
		P	P	P	P	P	P	P	P					
	Mon	A	A	A	A	A	A	A	A					
		P	P	P	P	P	P	P	P					
	Tue	A	A	A	A	A	A	A	A					
		P	P	P	P	P	P	P	P					
	Wed	A	A	A	A	A	A	A	A					
P		P	P	P	P	P	P	P						
Thu	A	A	A	A	A	A	A	A						
	P	P	P	P	P	P	P	P						
Fri	A	A	A	A	A	A	A	A						
	P	P	P	P	P	P	P	P						
Sat	A	A	A	A	A	A	A	A						
	P	P	P	P	P	P	P	P						
Wk 2														
Total														
Total Hours														

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

Date \_\_\_\_\_

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

Date \_\_\_\_\_

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