

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 |   |

CMH

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# COMMUNITY CONNECTIONS

## 2025 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.\*\***

		TO BE COMPLETED BY EMPLOYEE											Payroll Use	
													Roll Over Hours	
Day	Date	CMH Direct Service	CMH Direct Service	CMH Direct Service	CMH Administration	CMH Administration	CMH Administration	CMH Administration	Holiday	PTO	PSL	Daily Totals	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. V1.17*

Notes:

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

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- ☐ 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
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- ☐ 07/13 - 07/26, due 07/28
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- ☐ 11/30 - 12/13, due 12/15

Page \_\_\_\_\_ of \_\_\_\_\_

COMMUNITY CONNECTIONS  
2025 Bi-Weekly Timesheet  
SDS 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													Holiday	PTO	PSL	Daily Totals	Straight Time	Over Time
Date																		
Week 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							
Code Hours																		
Week 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							
Code Hours																		
Code Hours																		

Employee Signature

Date

Supervisor Signature

Date

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☐ 11/16 - 11/29, due 12/01  
☐ 11/30 - 12/13, due 12/15

In-Office

Page \_\_\_\_\_ of \_\_\_\_\_

# COMMUNITY CONNECTIONS

## 2025 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.\*\*

TO BE COMPLETED BY EMPLOYEE												Payroll Use			
												Roll Over Hours			
Day										Holiday	PTO	PSL	Daily Totals	Straight Time	Over Time
Date															
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															
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

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Supervisor Signature

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