

Pay Cycle - Check Box > Fill In Dates Throughout Timesheet

- ☐ 12/14 - 12/27/25, due 12/29
☐ 12/28 - 01/10, due 01/12
☐ 01/11 - 01/24, due 01/26
☐ 01/25 - 02/07, due 02/09
☐ 02/08 - 02/21, due 02/23
☐ 02/22 - 03/07, due 03/09
☐ 03/08 - 03/21, due 03/23
☐ 03/22 - 04/04, due 04/06
☐ 04/05 - 04/18, due 04/20

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

- ☐ 08/23 - 09/05, due 09/08
☐ 09/06 - 09/19, due 09/21
☐ 09/20 - 10/03, due 10/05
☐ 10/04 - 10/17, due 10/19
☐ 10/18 - 10/31, due 11/02
☐ 11/01 - 11/14, due 11/16
☐ 11/15 - 11/28, due 11/30
☐ 11/29 - 12/12, due 12/14

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CMH

COMMUNITY CONNECTIONS

2026 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	CMH Direct Service	CMH Direct Service	CMH Direct Service	CMH Administration	CMH Administration	CMH Administration	CMH Administration	Holiday	PTO	PSL	Daily Totals	Payroll Use	
													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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COMMUNITY CONNECTIONS
2026 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.

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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COMMUNITY CONNECTIONS
2026 Bi-Weekly Timesheet
In-Office 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	Date									Holiday	PTO	PSL	Daily Totals	Straight Time	Over Time
Week 1	Sun	A P		A P		A P		A P		A P					
	Mon	A P		A P		A P		A P		A P					
	Tue	A P		A P		A P		A P		A P					
	Wed	A P		A P		A P		A P		A P					
	Thu	A P		A P		A P		A P		A P					
	Fri	A P		A P		A P		A P		A P					
	Sat	A P		A P		A P		A P		A P					
Wk 1															
Total															
Week 2	Sun	A P		A P		A P		A P		A P					
	Mon	A P		A P		A P		A P		A P					
	Tue	A P		A P		A P		A P		A P					
	Wed	A P		A P		A P		A P		A P					
	Thu	A P		A P		A P		A P		A P					
	Fri	A P		A P		A P		A P		A P					
	Sat	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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