

Instructions for Timesheet Templates

TOTALS PAGE

Each pay period starts on this page, please enter:

Name **cell B2**
Services For **cell B3**
Hourly Rate **cell B4**
Program Names **cells E2 through E 7**
Week One is Monday Start Date **cell H2**

Information which changes each month:

Services for: ex: Feb 20, 2017-March 4, 2017 (**cell B3**) or March 5, 2017-March 19, 2017
Program One, Two, Three, Four, etc.: Please enter program names to be worked on for the month (**cell E2 thru E7**)

PLEASE NOTE: You can add a program if necessary as the month progresses. You will need to go back to the **TOTALS PAGE** and add the program to the Program section. However, please do not remove or overwrite a program which you have already entered and added hours to. In doing so, this will throw off the total hours accumulated for a particular program.

Week One: Please enter the Monday's date (**cell H2**) for that start week. Once you do this, the timesheet will automatically enter the dates for subsequent weeks.

At the beginning of each pay period, once your Totals Page has been updated, proceed to **WEEK ONE** tab to start entering info. Then, at the start of each week, you would select the appropriate week's tab.

This timesheet will automatically calculate your total hours by day, week, and for the month.

If you have special projects, exceptions, etc. please feel free to contact Allyson or Debbie Schroeder and we can address any questions you may have.

Kindly forward your timesheet to Allyson Scillitani, to your Area Manager for approval/review each month, and cc Debbie Schroeder.

Paychecks are deposited into your account on the 10th and 25th of each month. When the payroll date falls on a weekend or holiday, your paycheck will be deposited on the preceding business day.

For payroll on the 10th

Submit your timesheet **by the end of day on the 4th of each month.** This pay period covers from the **20th to the 4th of the month.**

For payroll on the 25th

Submit your timesheet and expense reports **by the end of day on the 19th of each month.** This pay period covers from the **5th to the 19th of the month.**