

Partners in Community Supports (PICS) Timesheet

Expanding choices.

1701 American Blvd E Suite #7, Bloomington, MN 55425

Phone: 952-854-6364

Fax: 952-854-6356



Employee name: _____

Customer name: _____

Instructions:

- 1) Time in and Time out (including am or pm) is required for all hours worked.
- 2) Overtime begins at 40 hours per week
- 3) Timesheets must be signed and dated by the employee and Managing Party (MP)

Time Sheet Due Dates:
The Monday following the end of the pay period by 12:00 noon.

*Please inform us of any rate changes by using an Employee Agreement

WEEK 1

Day	Date	Time in	Time out	Time in	Time out	Reg Hours	Other Hours	*Please indicate whether OTHER hours are respite, house keeping, etc.
Thursday								
Friday								
Saturday								
Sunday								DO NOT USE
Monday								Reg Hours other
Tuesday								OT
Wednesday								
Total Hours (Week 1):								OFFICE USE ONLY

WEEK 2

Day	Date	Time in	Time out	Time in	Time out	Reg Hours	Other Hours	*Please indicate whether OTHER hours are respite, house keeping, etc.
Thursday								
Friday								
Saturday								
Sunday								DO NOT USE
Monday								Reg Hours other
Tuesday								OT
Wednesday								
Total Hours (Week 2):								OFFICE USE ONLY

Total hours for both weeks:	Reg	OTHER	
------------------------------------	-----	-------	--

*Inaccurate or incomplete time sheets may be returned for corrections, which could result in a delay of payment

Employee signature

Date

Managing Party signature

Date