



Time Tracking Sheet

Multiple Companion/Service Type

Employee Name: _____

Signature: _____

Pay Period: _____

Companion Initials/ Service Type Initials*

Date	Time In	Time Out	Approved By				Total Hours Worked

Week 1 Total:

Week 2 Total:

2 Week Total:

*Service Type Initials-
 Direct Support Professional = **DSP**
 Home Maker Specialist = **HMS**
 Personal Support Professional = **PSP**

2017 Pay Schedule

Pay Period Number	Pay Period	Time Adjustments Due	Pay Date
1	12/31/16-01/13/17	1/14/17	1/20/17
2	1/14/17-1/27/17	1/28/17	2/3/17
3	1/28/17-2/10/17	2/11/17	2/17/17
4	2/11/17-2/24/17	2/25/17	3/3/17
5	2/25/17-3/10/17	3/11/17	3/17/17
6	3/11/17-3/24/17	3/25/17	3/31/17*
7	3/25/17-4/7/17	4/8/17	4/14/17
8	4/8/17-4/21/17	4/22/17	4/28/17
9	4/22/17-5/5/17	5/6/17	5/12/17
10	5/6/17-5/19/17	5/20/17	5/26/17
11	5/20/17-6/2/17	6/3/17	6/9/17
12	6/3/17-6/16/17	6/17/17	6/23/17
13	6/17/17-6/30/17	7/1/17	7/7/16
14	7/1/17-7/14/17	7/15/17	7/21/17
15	7/15/17-7/28/17	7/29/17	8/4/17
16	7/29/17-8/11/17	8/12/17	8/18/17
17	8/12/17-8/25/17	8/26/17	9/1/17
18	8/26/17-9/8/17	9/9/17	9/15/17
19	9/9/17-9/22/17	9/23/17	9/29/17*
20	9/23/17-10/6/17	10/7/17	10/13/17
21	10/7/17-10/20/17	10/21/17	10/27/17
22	10/21/17-11/3/17	11/4/17	11/10/17
23	11/4/17-11/17/17	11/18/17	11/24/17
24	11/18/17-12/1/17	12/2/17	12/8/17
25	12/2/17-12/15/17	12/16/17	12/22/17
26	12/16/17-12/29/17	12/30/17	1/5/18

*Pay dates that don't
include deductions for
insurance.