



Submitting Timesheets: Instructions

Timesheets must be filled out correctly and accurately in order for us to process them. Timesheets and reimbursements are due every other Monday by NOON. The due date is listed for each period on the Payroll Schedule. Timesheets can be faxed, mailed, texted, or scanned into your compute and emailed or dropped off at our office.

Reminder: Timesheets are due every other Monday by noon.

How to fill out a time sheet:

Step 1: Put your name in the top right corner where it says “Employee Name” if you changed your address, there is a space for you to put that below your name.

To find your program: use your client portal (ex. ALS Tomassoni Employee portal is the ALS or Tomassoni program)

To find your client: In the email to set up your Employee Self-Service System (ESS), the client is listed under your PIN.

Timesheet

Program: AND [Program] Period Dates: ___/___/___ to ___/___/___

P-R-I-N-T Employee Name: [Your Name] AND Contact: Kennedy: kennedyb@yourfse.com 320-257-6374

Address Change? [New Address] Client: [Client Name]

Week 1		All Shifts must be listed with AM or PM		Hours	Week 2		All Shifts must be listed with AM or PM		Hours
SUN	Start: ___ am / pm	Start: ___ am / pm			SUN	Start: ___ am / pm	Start: ___ am / pm		

Step 2: In the top left corner, you will see a section labeled, “period dates.” In order to find your period date, you will find this information in the payroll dates sheet.

Example: If you worked in the weeks from December 10th to December 23rd, you would fall in the 1st period of 2024. Fill in these dates on the time sheet.

	PERIOD START	PERIOD END	DUE MONDAYS BEFORE NOON	PAY DAY Every Other Friday
1	December 10, 2023	December 23, 2023	December 25, 2023 →	January 5, 2024
2	December 24, 2023	January 6, 2024	January 8, 2024 →	January 19, 2024
3	January 7, 2024	January 20, 2024	January 22, 2024 →	February 2, 2024

Timesheet

Period Dates: 12/10/2023 to 12/23/2023

AND Contact: Kennedy: kennedyb@yourfse.com 320-257-6374

Award Grantee: [Client Name]

Week 2		All Shifts must be listed with AM or PM		Hours
SUN	Start: ___ am / pm	Start: ___ am / pm		

Step 3: Fill in your shifts by entering your start time and end time with AM or PM circled, then filling in how many hours worked that day.

- Please work in 15-minute increments. Example: If you finish work at 9:42, work until 9:45. Do not round to the nearest 15-minute increment.
- You must write out each shift worked. You may not draw an arrow or other symbol indicating that you worked the same shift each day

P-R-I-N-T Employee Name: [Your Name]

Address Change? [New Address]

Week 1	All Shifts must be listed with AM or PM		Hours
SUN	Start: 9 am am / pm	Start: am / pm	2
	End: 11am am / pm	End: am / pm	
MON	10:15 am am / pm	am / pm	1.75
	12:00 pm am / pm	am / pm	
	am / pm	am / pm	

Step 4: Total the hours worked for each week and fill in the bottom box below.

THUR	am / pm	am / pm	
FRI	5 pm am / pm	am / pm	2
	7pm am / pm	am / pm	
SAT	6:30 am / pm	am / pm	1.5
	8:00 am / pm	am / pm	
Total Weekly Hours (Max of 40 Hrs scheduled per week)			8.25

THUR	am / pm	am / pm	
FRI	5pm am / pm	am / pm	2
	7pm am / pm	am / pm	
SAT	6:30 am / pm	am / pm	1.5
	8 pm am / pm	am / pm	
Total Weekly Hours (Max of 40 Hrs scheduled per week)			8.25

Options for Submitting Your Time sheets (Due every other Monday)

Toll Free Fax: 1-320-217-2814 Mail: A New Direction
 E-Mail: Kennedyb@yourfse.com PO Box 517
 Questions: Call your AND Contact St. Joseph, MN 56374

By signing, you certify that these hours are true and actual hours worked; inclusive of all hours worked in this period.

Description	Rate of Pay	Total Hours
Caretaker	20.00	16.5

! WARNING ! Lying, Altering or falsifying this timesheet is fraud and a federal offense

Employee _____
 Participant/Rep _____

Step 5: Sign the bottom of the timesheet:

By signing, you certify that these hours are true and actual hours worked; inclusive of all hours worked in this period.

! WARNING ! Lying, Altering or falsifying this timesheet is fraud and a federal offense

Employee _____
 Participant/Rep _____

Description	Rate of Pay	Total Hours

Step 6: The managing party/client will verify, sign, and turn in the timesheet.