Filling in Timecards | Speaker Notes

Slide 1

"Hello and welcome to a super quick tutorial on how to fill out your timecards here at Alseth Family Support. Initially you're going to start with filing in the banks on the top. Pay periods are going to run from the Sunday of the first week to the Saturday of the second."

Slide 2

"So these example weeks are in August and are running from Sunday of week one to Saturday of week 2. Next, just fill in your name…"

Slide 3

"…and your client's name. Then just fill in each date with those of your pay period."

Slide 4

"And then once you start logging your hours, ensure that you are tracking time in 15-minute increments. So for example, if you started working at 9:22am…"

Slide 5

"…and end at 2:13, you'd note that time as starting at 9:15am – 2:15pm. Then just add up the hours and place them in the total hour boxes.

So, say the next day you started work at 9:08am you'd put down 9:00am. If you end at 4:36pm, you'd put down 4:45pm and so forth."

Slide 6

"Next, timecards are due on the last day of the pay period. So please text a clear picture of your timecard to a group chat with Logan and the Client's parent. Before you take the picture, please ensure to complete the time care by noting the total amount of hours in this box provided, and signing…"

Slide 7

"...your name, getting your client's signature, as well as dating the document. So that is all that you have to do in order to have a complete timecard. If you have any questions or would like further guidance, please let Logan or Paulette know and they can assist you further."