How to complete the Timesheet

These instructions will help BCCIL ensure checks are printed promptly. When timesheets are not filled in correctly, it causes payment delays and extra work for you and your employer. This may also cause a disruption of direct deposit payments if you are set up for this feature. We think you will find the timesheet is simple to fill in once you review the instructions. Please keep your contact information up to date so we may contact you promptly if any issues occur. We would also like to remind you that time sheets are to be submitted at the end of each pay period. Thank you for your time.
Instructions for filling in the Timesheet

Key Items

This is the 2-week pay period for which you are submitting time. Please refer to the payroll schedule provided to you to enter correct START DATE and END DATE.

This is your 3 digit code provided to you upon enrollment.

This is the last 4 digits of the worker’s social security number.

Please leave this box blank. (We will notify you if you need to enter a code in this box.)

Check this box <ONLY> if you, the consumer, have moved. Please fill in your new address. Otherwise, leave this blank.

Check this box <ONLY> if you, the worker, have moved. Please fill in your new address. Otherwise, leave this blank.

Consumer—please sign and date the timesheet here. This is your approval of the time worked for you by your worker.

Worker—please sign and date the timesheet here. This is your statement of the time worked for your consumer.
Instructions for filling in the Timesheet
Entering Days of the Week

The day to fill in here should be the same day as the PAYROLL PERIOD START DATE.

The day to fill in here should be the same day as the PAYROLL PERIOD END DATE.

The next day is listed below, and so on.....
Instructions for filling in the Timesheet
Key items to note before you enter your time worked

- Pay periods run for 2 weeks. Each week starts on Sunday and ends on Saturday. Refer to your Payroll Schedule for correct dates.

- There are 2 lines of boxes per day to record the hours and minutes the worker worked, with circles to record AM or PM. The time the worker started “Time In” and the time the worker ended work “Time Out” should be written in hours and minutes and the circle for AM or PM should be filed in completely. Then the total time for the shift should be record in hours and minutes of the hour (ie-2 hours and 15 minutes would be 2.25).

- If the worker came back and worked more hours on the same day, that time should be recorded in the second row on the same day. If they came back a third time, a second timesheet should be filled in with the same dates.

- Please total all hours for all days at the bottom of the week.

Marking Instructions.
- Mark in Blue or Black Pen Only.
- If you did not work on a day, leave it blank. Additional markings on the timesheet will delay processing.
- Write numbers as large as legible but within the boxes.
- Fill in the AM/PM
- Enter TIME IN and TIME OUT in hours and 15 minute increments (use 00, or 15, or 30 or 45 for minutes )
- When totaling HOURS enter decimal portion of the hour (use 00, or 25, or 50 or 75 for portions of hour)
Instructions for filling in the Timesheet
Entering Time Worked and Totaling Hours: EXAMPLES

If you worked in the morning from 8:30 to 11:30, record time and total hours as
If you returned in the afternoon from 4:00 to 9:30, record time and total hours as
If you worked in the Morning from 8:30 until Noon, record time and total hours as
If you worked from 9:00 in the morning until 3:00 in the afternoon and you worked from 4:00 in the afternoon until 8:15 in the evening, record time and total hours as
If you worked in the morning, and in the afternoon (for the times indicated), record time and totals hours as
If you worked from 10:00 in the evening on Friday until 6:00 in the morning on Saturday, record time and total hours as
Note: 12:00 AM is midnight and 12:00 PM is noon.

The total hours for the week are equal to the addition of all the hours in the “TOTAL HOURS” Column.