



Alaska

Portal, PTO, & Training Timesheet

For the week of service, timesheets are due the following Monday by 5:00 PM if faxed or dropped off, and postmarked by Monday if mailed. Timesheets are due every week. Due to the timing of the payroll cycle, late timesheets will result in late pay. Timesheets must be signed AFTER all work is completed. Advance timesheets will not be accepted.

Employee Name (Please Print)

Employee ID

Sunday that started your work week

 / /
 MM DD YY

Client Name (Please Print)

Client ID

Service Codes

PORTAL= Portal to Portal PTO = Paid Time off TRAINING = Training

	Service Date		Time In			Time Out			Service Code		
	Month (MM)	Day (DD)	HH	MIN	Rounded to nearest 15 minutes	HH	MIN		PORTAL	PTO	TRAINING
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/> 00 <input type="radio"/> 15 <input type="radio"/> AM <input type="radio"/> 30 <input type="radio"/> 45 <input type="radio"/> PM	<input type="text"/>	<input type="text"/>	<input type="radio"/> 00 <input type="radio"/> 15 <input type="radio"/> AM <input type="radio"/> 30 <input type="radio"/> 45 <input type="radio"/> PM	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/> 00 <input type="radio"/> 15 <input type="radio"/> AM <input type="radio"/> 30 <input type="radio"/> 45 <input type="radio"/> PM	<input type="text"/>	<input type="text"/>	<input type="radio"/> 00 <input type="radio"/> 15 <input type="radio"/> AM <input type="radio"/> 30 <input type="radio"/> 45 <input type="radio"/> PM	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/> 00 <input type="radio"/> 15 <input type="radio"/> AM <input type="radio"/> 30 <input type="radio"/> 45 <input type="radio"/> PM	<input type="text"/>	<input type="text"/>	<input type="radio"/> 00 <input type="radio"/> 15 <input type="radio"/> AM <input type="radio"/> 30 <input type="radio"/> 45 <input type="radio"/> PM	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/> 00 <input type="radio"/> 15 <input type="radio"/> AM <input type="radio"/> 30 <input type="radio"/> 45 <input type="radio"/> PM	<input type="text"/>	<input type="text"/>	<input type="radio"/> 00 <input type="radio"/> 15 <input type="radio"/> AM <input type="radio"/> 30 <input type="radio"/> 45 <input type="radio"/> PM	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/> 00 <input type="radio"/> 15 <input type="radio"/> AM <input type="radio"/> 30 <input type="radio"/> 45 <input type="radio"/> PM	<input type="text"/>	<input type="text"/>	<input type="radio"/> 00 <input type="radio"/> 15 <input type="radio"/> AM <input type="radio"/> 30 <input type="radio"/> 45 <input type="radio"/> PM	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/> 00 <input type="radio"/> 15 <input type="radio"/> AM <input type="radio"/> 30 <input type="radio"/> 45 <input type="radio"/> PM	<input type="text"/>	<input type="text"/>	<input type="radio"/> 00 <input type="radio"/> 15 <input type="radio"/> AM <input type="radio"/> 30 <input type="radio"/> 45 <input type="radio"/> PM	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/> 00 <input type="radio"/> 15 <input type="radio"/> AM <input type="radio"/> 30 <input type="radio"/> 45 <input type="radio"/> PM	<input type="text"/>	<input type="text"/>	<input type="radio"/> 00 <input type="radio"/> 15 <input type="radio"/> AM <input type="radio"/> 30 <input type="radio"/> 45 <input type="radio"/> PM	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/> 00 <input type="radio"/> 15 <input type="radio"/> AM <input type="radio"/> 30 <input type="radio"/> 45 <input type="radio"/> PM	<input type="text"/>	<input type="text"/>	<input type="radio"/> 00 <input type="radio"/> 15 <input type="radio"/> AM <input type="radio"/> 30 <input type="radio"/> 45 <input type="radio"/> PM	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
9	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/> 00 <input type="radio"/> 15 <input type="radio"/> AM <input type="radio"/> 30 <input type="radio"/> 45 <input type="radio"/> PM	<input type="text"/>	<input type="text"/>	<input type="radio"/> 00 <input type="radio"/> 15 <input type="radio"/> AM <input type="radio"/> 30 <input type="radio"/> 45 <input type="radio"/> PM	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
10	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/> 00 <input type="radio"/> 15 <input type="radio"/> AM <input type="radio"/> 30 <input type="radio"/> 45 <input type="radio"/> PM	<input type="text"/>	<input type="text"/>	<input type="radio"/> 00 <input type="radio"/> 15 <input type="radio"/> AM <input type="radio"/> 30 <input type="radio"/> 45 <input type="radio"/> PM	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
11	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/> 00 <input type="radio"/> 15 <input type="radio"/> AM <input type="radio"/> 30 <input type="radio"/> 45 <input type="radio"/> PM	<input type="text"/>	<input type="text"/>	<input type="radio"/> 00 <input type="radio"/> 15 <input type="radio"/> AM <input type="radio"/> 30 <input type="radio"/> 45 <input type="radio"/> PM	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
12	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/> 00 <input type="radio"/> 15 <input type="radio"/> AM <input type="radio"/> 30 <input type="radio"/> 45 <input type="radio"/> PM	<input type="text"/>	<input type="text"/>	<input type="radio"/> 00 <input type="radio"/> 15 <input type="radio"/> AM <input type="radio"/> 30 <input type="radio"/> 45 <input type="radio"/> PM	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Training purpose(s): Med Admin Course Retraining Other (detail below)

CDCN Rep Signature: _____ *CDCN Rep note retraining in CRM

I, the employee, certify the hours above are accurate and true. I acknowledge I have accrued enough PTO to cover time entered above.

Employee Signature: _____ Date / /

