

USE ONE TIME SHEET FOR EACH PERSON SERVED

SERVICE TYPES

Admin	Administrative	Group Home	Group Home	RS 1,2,3,4	Residential Supports
Comm Guide	Community Guide	Group RSP	Group Respite	RSP	Respite
Comm Net	Community Networking	IHIS	In-Home Intensive Supports	SE	Supported Employment
Crisis	Crisis Response	IHSB	In-Home Skill Building		
DT Para	DT Para-Professional	PA	Personal Assistance		
DT Pro	DT Professional	PCS	Personal Care Services		

EMPLOYEE TIME KEEPING/SUBMISSION OF DOCUMENTATION

Each employee is required to sign in at the beginning of the work period and sign out at the end of the work period. Hours worked will be documented on an ACI Support Specialists, Inc. time sheet.

Your work period is set by your supervisor and cannot be changed, except by your supervisor. Any change in your scheduled work hours must be in writing and approved in advance of the change in work schedule.

Time sheets will be kept as a record to document wage and hour regulations. Time sheets will be used as a payroll record for hourly employees. In order for time sheets to be complete and valid, they must be signed by both you and your supervisor. Employees signing other employees in and/or out will be subject to corrective action. Failure to sign in and out for any work period will also result in corrective action.

All employees must complete documentation of services on a daily basis. This documentation must be submitted weekly. **Any time recorded by the employee in which the documentation is not received by the following week services are provide will be paid at minimum wage. To clarify this, employees that are required to turn in paperwork must have paperwork delivered no later than 5 pm Tuesday. Employees that mail paperwork must have a postmark date no later than Monday. Any documentation received after the above referenced times will result in the employee being paid minimum wage for these services.**

PAYROLL

Employee paychecks will be issued every other Friday no earlier than 2PM. If a check is issued and mailed, the employee must wait 7 business days after the check disbursement date before requesting a stop payment to be placed on a check. In the event that a check is sent to the employee's old address due to lack of insufficient notification, the employee will be subject to a stop payment fee of \$30.00.

Employees who have questions about their pay should direct these questions to their supervisor.

OVERTIME

ACI Support Specialists, Inc. will compensate overtime in accordance with Federal and State regulations. A standard workweek consists of Sunday through Saturday. Every effort will be made to plan overtime with consideration for employees and people served. Only non-exempt employees are eligible for overtime pay. Non-exempt employees will be compensated for all authorized work in excess of 40 hours of actual time worked in a week. The compensation rate for overtime is one and one half times the rate of pay.

You **must** have prior approval from your supervisor to work overtime hours. Working overtime without supervisor approval will result in corrective action up to and including termination. **Further, all over time worked without supervisor approval will be paid at one and one-half times minimum wage.**