

Time Sheet Definitions and Instructions

- **Direct care:** in-ratio budgeted hours
- **Admin:** any job activity performed that **is not** in-ratio direct care.
- **Examples of admin:** on-site training, meetings, medical appointments, PSRs, performance evaluations, scheduling, etc.
- Record **exact times** in start/end columns; round to nearest .25 hour in total hours column
- Please **do not** include PTO on your time sheet--submit appropriate PTO form to accounting

Don't Forget:

Sign and date your time sheet!

Clock-in and clock-out of all direct care shifts using TTRACS!

Submit time card correction forms to your supervisor if you forget to clock-in or clock-out!