

Breakdown of the Timesheet

(For illustration check color codes enclosing the areas highlighted)

Date Range - This shows the date range that you're getting paid for on the upcoming paycheck. Please check the dates to ensure that there's no date missing from your timesheet. ([Illustration 1](#))

Name and ID - At this area you'll see your name as well as your ID number. You can always use your timesheet as a reference if you forget your ID number. ([Illustration 1](#))

Client's Name and ID: You'll find the client that you worked with as well as their ID number. ([Illustration 1](#))

Actual Hours- This is often not precise if you don't punch in or out correctly or at all but will be exact if the schedule is followed and your merges happen correctly. This might also show false value if a [Split](#) shift was not properly split. Once all the punches(in/out) are made correctly both 'Actual Hours' and 'Adjusted Hours' should be the same. ([Illustration 1](#)) ([Illustration 2 Split](#)) ([Illustration 3 Ideal Timesheet](#))

Adjusted Hours- Adjusted hours are calculated once there's a shift saved in Sandata for you and does reflect your total time whether you didn't punch in correctly or at all. This is a more precise way of seeing your total but it's not always correct when there are improper merges. The best way of knowing your hours prior to being paid is to keep your own records of the hours that you expect to have worked and then check the 'Adjusted total' amount when you receive your timesheet. ([Illustration 1](#))

Improper Merger- At times your schedule might appear with more hours than you worked because the merging was done incorrectly. This often happens when someone forgets to clock out and then has to clock out when they're clocking in for their next shift. It can also be a case of an associate having to cover a shift that they don't have a schedule for, or a person not splitting their shifts based on the services they provide to the person served. ([Illustration 4](#))

Note - Under this column, you'll see notations pertaining to your punches or changes that will have to be made by payroll. Check the 'Note' section bi-weekly to ensure that there's no discrepancy. You may notice notes like DNP, No clock out/in, Location Off, Staff Clocked Out Offsite, No Tasks, Staff used Personal Phone etc. DNP is a note to payroll which serves to notify both parties that these aren't payable hours.

This(DNP) usually happens when an extra shift has to be created for an improper merger. You'll see your original log in as well as a created schedule with the note in it. All the other listed notations are notes alerting you that you're doing something wrong that will affect your pay as well. Not all note types are listed so feel free to ask questions when you see a note. ([Illustration 4](#))