# WSLCREATING SAVINGS and EFFICIENCIES FOR YOUR SCHOOL

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# Employee Name

(Your Full Legal Name) **(please print)**

# Position:

**Client District Rate of Pay:** $

Last 4 of SSN:

Daily/Salary Time Sheet

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Pay Period Begin Date | Pay Period End Date | **PMP**  **Timesheet Due Date** | **PMP** | **PCMI**  **Timesheet Due Date** | **PCMI** | **27 Pays** |
| **Pay Date** | **Pay Date** |
| 06/05/16 | 06/18/16 | 06/20/2016 | 06/24/16 | 06/22/2016 | 07/01/16 | 1 |
| 06/19/16 | 07/02/16 | 07/04/2016 | 07/08/16 | 07/06/2016 | 07/15/16 | 2 |
| 07/03/16 | 07/16/16 | 07/18/2016 | 07/22/16 | 07/20/2016 | 07/29/16 | 3 |
| 07/17/16 | 07/30/16 | 08/01/2016 | 08/05/16 | 08/03/2016 | 08/12/16 | 4 |
| 07/31/16 | 08/13/16 | 08/15/2016 | 08/19/16 | 08/17/2016 | 08/26/16 | 5 |
| 08/14/16 | 08/27/16 | 08/29/2016 | 09/02/16 | 08/31/2016 | 09/09/16 | 6 |
| 08/28/16 | 09/10/16 | 09/12/2016 | 09/16/16 | 09/14/2016 | 09/23/16 | 7 |
| 09/11/16 | 09/24/16 | 09/26/2016 | 09/30/16 | 09/28/2016 | 10/07/16 | 8 |
| 09/25/16 | 10/08/16 | 10/10/2016 | 10/14/16 | 10/12/2016 | 10/21/16 | 9 |
| 10/09/16 | 10/22/16 | 10/24/2016 | 10/28/16 | 10/26/2016 | 11/04/16 | 10 |
| 10/23/16 | 11/05/16 | 11/07/2016 | 11/10/16 | 11/09/2016 | 11/18/16 | 11 |
| 11/06/16 | 11/19/16 | 11/21/2016 | 11/25/16 | 11/23/2016 | 12/02/16 | 12 |
| 11/20/16 | 12/03/16 | 12/05/2016 | 12/09/16 | 12/07/2016 | 12/16/16 | 13 |
| 12/04/16 | 12/17/16 | 12/19/2016 | 12/23/16 | 12/21/2016 | 12/30/16 | 14 |
| 12/18/16 | 12/31/16 | 01/02/2017 | 01/06/17 | 01/04/2017 | 01/13/17 | 15 |
| 01/01/17 | 01/14/17 | 01/16/2017 | 01/20/17 | 01/18/2017 | 01/27/17 | 16 |
| 01/15/17 | 01/28/17 | 01/30/2017 | 02/03/17 | 02/01/2017 | 02/10/17 | 17 |
| 01/29/17 | 02/11/17 | 02/13/2017 | 02/17/17 | 02/15/2017 | 02/24/17 | 18 |
| 02/12/17 | 02/25/17 | 02/27/2017 | 03/03/17 | 03/01/2017 | 03/10/17 | 19 |
| 02/26/17 | 03/11/17 | 03/13/2017 | 03/17/17 | 03/15/2017 | 03/24/17 | 20 |
| 03/12/17 | 03/25/17 | 03/27/2017 | 03/31/17 | 03/29/2017 | 04/07/17 | 21 |
| 03/26/17 | 04/08/17 | 04/10/2017 | 04/14/17 | 04/12/2017 | 04/21/17 | 22 |
| 04/09/17 | 04/22/17 | 04/24/2017 | 04/28/17 | 04/26/2017 | 05/05/17 | 23 |
| 04/23/17 | 05/06/17 | 05/08/2017 | 05/12/17 | 05/10/2017 | 05/19/17 | 24 |
| 05/07/17 | 05/20/17 | 05/22/2017 | 05/26/17 | 05/24/2017 | 06/02/17 | 25 |
| 05/21/17 | 06/03/17 | 06/05/2017 | 06/09/17 | 06/07/2017 | 06/16/17 | 26 |
| 06/04/17 | 06/17/17 | 06/19/2017 | 06/23/17 | 06/21/2017 | 06/30/17 | 27 |

|  |  |  |  |
| --- | --- | --- | --- |
| **Day** | **Date** | **Hours** | **Days** |
| **Sunday** |  |  |  |
| **Monday** |  |  |  |
| **Tuesday** |  |  |  |
| **Wednesday** |  |  |  |
| **Thursday** |  |  |  |
| **Friday** |  |  |  |
| **Saturday** |  |  |  |

For Leave Days please put an "A" in the Days column

|  |  |  |  |
| --- | --- | --- | --- |
| **Day** | **Date** | **Hours** | **Days** |
| **Sunday** |  |  |  |
| **Monday** |  |  |  |
| **Tuesday** |  |  |  |
| **Wednesday** |  |  |  |
| **Thursday** |  |  |  |
| **Friday** |  |  |  |
| **Saturday** |  |  |  |

For Leave Days please put an "A" in the Days column

**How to submit your timesheet:**

1. Print, sign, scan and email to: [**payroll@pcmiservices.com**](mailto:payroll@pcmiservices.com)
2. Create a Digital Signature and sign digitally and click on the email button below.

Total Hours/Days: Gross Pay: For Deposit Date (see schedule):

Employee Signature: Date:

Client Approval: Date: