



How to Website Stuff

www.buildingbridgescommunitysupport.org

Logging on

1. Go to www.buildingbridgescommunitysupport.org.
2. Scroll to the bottom of the page. In the footer (dark blue area) on the right hand sign, you will find "**Login**". Click on it.
3. You will be redirected to a login page. Fill in your information and press enter. (To skip the first 2 steps, click on this link:
<https://buildingbridgescommunitysupport.org/wp-login.php>)
4. You will be directed to the Staff Resources page and now have access to the Staff forms and resources. Forms are listed in the order that you will use most often. Additional forms can be found in the "Important Forms" section. ** You can also access the staff resources by clicking on or scrolling over "**Resources**" and clicking on "**Staff Resources**".

Time Sheet - Due on the 15th and last of the month by midnight.

Click on **Time Sheet** link.

IMPORTANT: DON'T FILL IN YOUR NAME UNTIL THE VERY END. If you press enter while filling in the form, and you have the information filled in at the top, it will submit the form unfinished.

2. Fill in the name of the individual and the number of hours you worked with them for each day. Please use "Training" in the individual space for any hours you use for training and for staff meetings (please note what training you did in the notes section). The numbers in the boxes are the days of the month (1 = 1st, 15=15th, 30=30th, etc).

CANCELLED/NO SHOWS – If you are given less than 24 hr notice and/or have someone not show up for a shift, you can **claim 2 hrs** on your time sheet (unless you were scheduled for less (like a 1 hr shift, then you claim that amount). **Please put a *** beside it on your time sheet so we have an idea of how many shifts are being missed, and make a note in the notes section as to the reason why.

COVID – **Please put **** beside COVID related absences. Note whom in the household was sick, when they got sick, and when they were able to return to services in the notes section.

SICK PAY – If you are ill or want to take a mental health day, you can claim sick time for those days. Please write “Sick” in the individual column and note how many hours sick pay you would like to be paid. **PLEASE NOTE:** You can only claim what you have accumulated up to that point. See your paystubs for the number of sick hours you can claim.

VACATION PAY – You are entitled to vacation pay, and we encourage you to take time off each year. Please see your contract for details on what you are entitled to. If you wish to claim vacation pay, please write “Vacation” in the individual column, and write how many hours you would like to be paid. **PLEASE NOTE:** You can only claim what you have accumulated up to that point. See your paystubs for the number of vacation hours you can claim.

Sample completed time sheet

Notes

Aug. 23 - no show- slept in Aug. 20 - COVID - tested positive Aug. 19, tested negative Aug. 27, returned to support Aug. 28.

Training - Aug. 20 - Open Future Learning - Trauma informed practice and care Training - Aug. 23 - Staff meeting

Timesheet Table - (16st - 31st)

Individual	Total	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Juan	20	3	0	0	3	2**	0	6	0	0	3	0	0	3	0	0	0
Isabella	16	4	0	2	0	4	0	0	2*	0	4	0	0	0	0	0	0
Training	3	0	0	0	0	1.5*	0	0	1.5*	0	0	0	0	0	0	0	0
	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

3. The totals for each individual will be calculated automatically. (You don't need to tell us what times you worked with them (ie. 12:00-4:00), just the total number of hours rounded to the nearest ¼ hr.

- 15 min = .25
- 30 min = .5
- 45 min = .75

Rounding

- 5 minutes over, round down (i.e. 1 hr 20 min = 1.25)
- 10 minutes over, round up)i.e. 3 hr 40 min = 3.75)

4. If you need to add an individual, you can do so by scrolling to the bottom of the table you are working on, and clicking on “**Add Individual**” in the bottom right corner.

Timesheet Table - (1st - 15th)

	Individual	Total	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
5	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Add Individuals

Total (1st - 15th)

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Totals	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

- Use the top table (1st to 15th) for the first half of the month and the second large table (16th to the last of the month) for the second half of the month. The smaller tables are just showing the total hours you worked each day. This is mostly just for your knowledge.

PLEASE MAKE SURE YOU DON'T WORK MORE THAN 8 HOURS PER DAY, 5 DAYS PER WEEK, AND 40 HR PER WEEK. We do not pay overtime and want to ensure you're maintaining healthy and sustainable work schedule.

TIME IN LIEU – Sometimes incidents happen that are outside of our control and you may end up working more that 40 hrs in a week or 8 hrs in a day. If this is the case, please take note of how many hours you have gone over, and carry those hours to your next time sheet. You will record these hours as “Time in Lieu” – mark with a star under the individual you worked the extra hours with.

Time in lieu means you will not work those hours with the individual in the next 2 weeks (please try to take this time off within the next pay period as tracking them gets complicated if you hold onto them longer than that). For example, you usually work an 8 hr shift with Juan. Today, you got caught in traffic due to an accident and you ended up working 10 hr with him. This means you would claim 8 hrs for today, and save 2 hr as time in lieu. The following week, you would work a 6 hr shift instead of an 8 hr shift, but would add the 2 hr time in lieu to the 6 hr, so you still get paid for the full 8 hr.

If you have questions about Time in Lieu or overtime, please talk with Astrid.

- You don't have to worry about filling in total hours at the top, as it should show up automatically.
- Fill in the top information. Date section should always be a range depending on the pay period.

For example, Aug. 1-15, 2023, or Aug. 16-31, 2023. Please make sure you always add the year.

- Scroll to the bottom of the page and click “**Submit**”.
- You will be directed to the summary page of your time sheet. At the top of the form, left hand side, you will see icons that will allow you to save a PDF version of the form, or to print it if you want.