



Toolkit: Timesheets



Q: What is this toolkit for?

A: This toolkit explains how to make the timesheet process work smoothly! Participants, Employers and Employees can work together to help make sure timesheets get processed and paid on time.

TIPS FOR GETTING PAYCHECKS THAT ARE ACCURATE AND ON TIME!

- **Follow the CURRENT payroll periods.** (see page 3 of this toolkit)
Keep a copy of the payroll schedule in front of you. If you try to submit timesheets according to the old payroll schedule used by PPL, your paycheck will be delayed. *Note:* The deadline for submitting timesheets is always on a Saturday.
- **Service dates on all timesheets need to be ON or BEFORE the last day of the timesheet period.**
You cannot enter, submit or sign a timesheet for work not yet performed. For example, if the pay period ends on Friday July 16th, you cannot enter time for services you will provide on Monday July 19th even if the services are generally similar or the same.
- **Services Provided Field on the Timesheet.**
Enter descriptions of tasks and services provided to the Participant.
- **Timesheets need to be complete and correct** (see example on page 2 of this toolkit)
- **Both the employee and the employer need to sign the timesheet.**
- **Be sure ALL Employee paperwork has been completed & submitted.**
- **Fax your timesheet.**
Only fax your timesheet one time unless you are faxing a corrected timesheet or if you have been asked to refax it. If it is a corrected timesheet, check the box **Yes** for “Is this a correction to a PRIOR Timesheet?” Not following these guidelines can cause delays in a check being issued. **The fax number is 866-302-6787.**
- **Use the exact same name on your timesheet as used for your employee paperwork.**
For example, if you completed paperwork as William J Smith and you enter Billy Smith on your timesheet, we won’t know who you are. This will cause a delay in getting paid.



2 Week Mi Via Timesheet for Payment

FAX 1-866-302-6787

Have you faxed this timesheet before (is it a duplicate)? Yes No If Yes, when? _____

Employee Name: Ellie Employee	Employee ID# (last 4 digits of employee's social security #) 1234		
Participant: Pauline Participant	Is this a correction to a PRIOR Timesheet? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Participant's Date of Birth: 10/25/1976	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:50%;">Begin 11/06/2010 Date</td> <td style="width:50%;">End 11/19/2010 Date</td> </tr> </table>	Begin 11/06/2010 Date	End 11/19/2010 Date
Begin 11/06/2010 Date	End 11/19/2010 Date		

Service Dates must be on or within **Begin** and **End** Dates

	Date	Time In Circle AM or PM	Time Out Circle AM or PM	Hours	Service Code	Services Provided (Please enter)	
Week 1	11/08/10	AM 8:00 PM	AM 11:00 PM	3	99509	Prepared meals, shopped for groceries	
		AM PM	AM PM				
	11/10/10	AM 8:00 PM	AM 11:00 PM	3	99509	Picked up Ellie's prescription at pharmacy, helped her with laundry	
		AM PM	AM PM				
	11/11/10	AM 8:00 PM	AM 11:00 PM	3	99509	Helped Ellie pack for trip to visit brother, Took Ellie to event at library	
		AM 2:00 PM	AM 8:00 PM	6	T1999CP-H		
			AM PM	AM PM			
			AM PM	AM PM			
		AM PM	AM PM				
		AM PM	AM PM				
		AM PM	AM PM				

Split Shift
8AM – 11AM Companion Services
2PM – 8PM Community Participation

Midnight Rule
10PM-12AM (1st shift)
12AM-1AM (2nd shift)

Total Hours for Week 1 → **15** must not be over 40

Week 2	11/15/10	AM 10:00 PM	AM 12:00 PM	2	99509	Laundry
		AM PM	AM PM			
	11/16/10	AM 12:00 PM	AM 1:00 PM	1	99509	Prepared frozen meals for next week
		AM PM	AM PM			
	11/17/10	AM 2:00 PM	AM 5:00 PM	3	99509	Teaching Ellie how to use computer
		AM PM	AM PM			
	11/18/10	AM 8:00 PM	AM 11:00 PM	3	99509	Working with Ellie on practicing better safety skills at home
		AM PM	AM PM			
11/19/10	AM 8:00 PM	AM 11:00 PM	3	99509	Prepared meals	
	AM PM	AM PM				
		AM PM	AM PM			
		AM PM	AM PM			

Total Hours for Week 2 → **12** must not be over 40

Total Hours for Timesheet → **27** must not be over 80

Pauline Participant	Nov 19, 2010	Ellie Employee	November 20, 2010
Employee Signature	Date	Employer Signature	Date

Signed & dated on or after last service date



PAYMENT SCHEDULE

Pay Period Start	Pay Period End	Timesheet must be received by ACS via Fax, Mail or Online	Check Mailed or Direct Deposit Issued
Saturday	Friday	Saturday	Friday
6/12/2010	6/18/2010	6/19/2010	7/2/2010
6/19/2010	7/2/2010	7/3/2010	7/16/2010
7/3/2010	7/16/2010	7/17/2010	7/30/2010
7/17/2010	7/30/2010	7/31/2010	8/13/2010
7/31/2010	8/13/2010	8/14/2010	8/27/2010
8/14/2010	8/27/2010	8/28/2010	9/10/2010
8/28/2010	9/10/2010	9/11/2010	9/24/2010
9/11/2010	9/24/2010	9/25/2010	10/8/2010
9/25/2010	10/8/2010	10/9/2010	10/22/2010
10/9/2010	10/22/2010	10/23/2010	11/5/2010
10/23/2010	11/5/2010	11/6/2010	11/19/2010
11/6/2010	11/19/2010	11/20/2010	12/3/2010
11/20/2010	12/3/2010	12/4/2010	12/17/2010
12/4/2010	12/17/2010	12/18/2010	12/31/2010
12/18/2010	12/31/2010	1/1/2011	1/14/2011
1/1/2011	1/14/2011	1/15/2011	1/28/2011
1/15/2011	1/28/2011	1/29/2011	2/11/2011
1/29/2011	2/11/2011	2/12/2011	2/25/2011
2/12/2011	2/25/2011	2/26/2011	3/11/2011
2/26/2011	3/11/2011	3/12/2011	3/25/2011
3/12/2011	3/25/2011	3/26/2011	4/8/2011
3/26/2011	4/8/2011	4/9/2011	4/22/2011
4/9/2011	4/22/2011	4/23/2011	5/6/2011
4/23/2011	5/6/2011	5/7/2011	5/20/2011
5/7/2011	5/20/2011	5/21/2011	6/3/2011
5/21/2011	6/3/2011	6/4/2011	6/17/2011
6/4/2011	6/17/2011	6/18/2011	7/1/2011