

Timesheet Check-List

- Is my Participant-Hired Worker ID # on the timesheet (TS)?
- Is my legal name on the TS?
- Is my participant's legal name on the TS?
- Did I fill-in the correct pay period with the correct start and end dates? *Example (see schedule for dates):*

Pay period Begins: (MM/DD/YYYY)

0	7	/	1	0	/	2	0	1	6
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Pay period Ends: (MM/DD/YYYY)

0	7	/	2	3	/	2	0	1	6
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- Did I fill-in the dates for the correct day of the week?
(example: July 10th is a Sunday, you would fill the first Sunday as 07/10)
- Do I have the correct service code(s) for each day worked?
- Did I review that all my hours are accurate?
- Did I use the correct hourly increments to record my work time?
15 min. = .25 **45 min. = .75**
30 min. = .50
- Did I make sure my hours are added correctly on the bottom of each service code for each week?
- Did I sign and date my TS?
(example: If the last day you worked was July 23rd, you would sign and date the TS, 7/23/yr.)
- Did my participant/employer sign and date my TS?
- Did I make sure hours submitted are worked on or before TS due date and signed date?
- Did I make sure dates on the TS are for one pay period ONLY and do not cross with any other pay periods?
- Did I make sure I did **NOT** use white-out to make corrections?

*****Timesheets received that are missing any of the above information will be rejected and returned for correction. This may result in delay of payment. *****

Once all check boxes are checked, please submit your timesheet to Premier.

Marking Instructions:

Write in **BLACK** and **BLUE** ink only.







Write as Large and Legible as possible without touching the side of the boxes. **Do not write outside the boxes.**

X NO	X NO	✓ Yes																														
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Common Service Code Abbreviations

Service Type	Abbreviation on TS
Supportive Home Care- Routine	SHC
Supportive Home Care- Supervision	SS
Supportive Home Care- Companion Care	CC
Supportive Home Care- Chores	C
Supportive Home Care- Overnight	O
Personal Care	PC
Respite	R

Why PORTAL timesheet?

-  Eliminates the risk of filling your timesheet incorrectly.
-  No signatures are needed.
-  Timesheets will be process faster.
-  It's paperless! Go GREEN!
-  Can be submitted on any device with internet connection, (home, work, or smart phone).
-  It is secure, confidential and can be accessed from any location at any time of the day, year round.