

Premier Financial Management Services Participant-hired Worker Timesheet

Day of	Date	Service Code	Service Code	Service Code	Service Code]
Week	MM / DD					PLEASE NOTE: Participant-hired Worker number is no
Sun						longer needed on timesheets.
Mon						
Tue						Participant-hired Worker First Name:
Wed						
Thu						Participant-hired Worker Last Name:
Fri						
Sat						D
Total	Hours - Week 1					Participant First Name:
Day of	Date	Service Code	Service Code	Service Code	Service Code]
Week	MM / DD					Participant Last Name:
Sun						
Mon						Pay period Begins: (MM/DD/YYYY)
Tue						ray period begins. (iviivi/bb/1111)
Wed						
Thu						Pay period Ends: (MM/DD/YYYY)
Fri						
Sat						TIMESHEET SUBMISSION:
Total	Hours - Week 2					Mail: P.O. Box 26001 Milwaukee, WI 53226
The Participant Employer/Guardian and Participant-hired Worker certify that the information provided on this time report is a true and accurate statement of the services provided. The Participant Employer/Guardian and Participant-hired worker understand that payment for services provided are subject to payroll taxes. Milwaukee, WI 53226 Fax: (888)-210-9660						
Partic Signa	ipant-hired Worker ture:			Date:	/	
■ Pari	icinant Signature			Date:	MM DD	Portal: www.premier-tms.com Please call Premier at (855) 224-5810 with any questions on how to complete this form

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					
Pay period Ends: (MM/DD/YYYY)					
0 7 /2 3 /2 0 1 6					
I fill-in the dates for the correct day of the week?					
(example: July 10 th 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?					

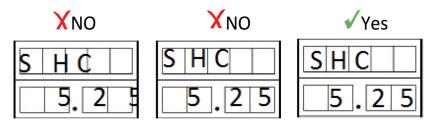
***Timesheets received that are missing any of the above information will be rejected and returned for correction. This may result in delay of payment. ***

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.**



Common Service Code Abbreviations

Service Type	Abbreviation on TS
Supportive Home Care- Routine	SHC
Supportive Home Care- Supervision	SS
Supportive Home Care- Companion Care	СС
Supportive Home Care- Chores	С
Supportive Home Care- Overnight	0
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.