

Day of Week	Date MM / DD	Service Code	Service Code	Service Code	Service Code
Sun	/
Mon	/
Tue	/
Wed	/
Thu	/
Fri	/
Sat	/
Total Hours - Week 1	

PLEASE NOTE: Participant-hired Worker number is no longer needed on timesheets.

Participant-hired Worker First Name:

Participant-hired Worker Last Name:

Participant First Name:

Participant Last Name:

Day of Week	Date MM / DD	Service Code	Service Code	Service Code	Service Code
Sun	/
Mon	/
Tue	/
Wed	/
Thu	/
Fri	/
Sat	/
Total Hours - Week 2	

Pay period Begins: (MM/DD/YYYY)
 / /

Pay period Ends: (MM/DD/YYYY)
 / /

TIMESHEET SUBMISSION:

Mail: P.O. Box 26001
Milwaukee, WI 53226

Walk-in: 10425 W. North Avenue, Suite 345
Milwaukee, WI 53226

Fax: (888)-210-9660

Email: Timesheets@premier-fms.com

Portal: www.premier-fms.com

Please call Premier at (855) 224-5810 with any questions on how to complete this form.

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.

Participant-hired Worker Signature: _____ Date: / /

MM DD YYYY

Participant Signature: _____ Date: / /

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
S H C	S H C	S H C
5.25	5.25	5.25

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.