



RICHLAND CENTER CLTS WORKER TIMESHEET

Timesheet Submission
Mail: 10425 W. North Avenue, Suite 345
 Milwaukee, WI 53226
Email: WICLTS@premier-fms.com
Fax: 1-855-424-8657

Worker Name: _____

Participant Name: _____

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

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

Day of Week	Service Date (MM/DD)	Time In	Time Out	Service Code	Time In	Time Out	Service Code
Sun	<input type="text"/> / <input type="text"/>	<input type="text"/> : <input type="text"/> <input type="radio"/> AM <input type="radio"/> PM	<input type="text"/> : <input type="text"/> <input type="radio"/> AM <input type="radio"/> PM	<input type="text"/>	<input type="text"/> : <input type="text"/> <input type="radio"/> AM <input type="radio"/> PM	<input type="text"/> : <input type="text"/> <input type="radio"/> AM <input type="radio"/> PM	<input type="text"/>
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Worker Signature: _____

Date: / /

Participant/Guardian/POA Signature: _____

Date: / /

TIMESHEET CHECK-LIST

- Is my legal name on the TS?
- Is my Employer'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)

Pay period Ends: (MM/DD/YYYY)

07 / 10 / 2016

07 / 23 / 2016

- Did I fill-in the dates for the correct day of the week?
Example: July 9th is a Sunday - you would fill the first Sunday as 07/09
- Did I review that all my hours are accurate?
- Did I use the correct 15 minute increments to record my work time?
15 min. | 30 min. | 45 min. | 00 min.
- Did I sign and date my TS?
Example: If the last day you worked was July 23rd - you would sign and date the TS as 7/23/yr.
- Did my Participant/Guardian/POA sign and date my TS?
- Did I make sure hours submitted are worked on or before the TS due date and signed date?
- Did I make sure the 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?

PLEASE NOTE: 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 Financial Management Services.

WHY USE PORTAL TIMESHEET?

- Eliminates the risk of filling out your timesheet incorrectly.
- Timesheets will be processed faster!
- It's paperless! Go GREEN!
- Can be submitted on any device with an 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.

For any questions or concerns, please contact our office at (855) 527-3848.

MARKING INSTRUCTIONS

- Write in **BLACK** or **BLUE** ink only.
- Write as large and legible as possible without touching the sides of the boxes. **Do not write outside of the boxes.**

✗ NO	✗ NO	✓ YES
\$	\$	\$
5 : 15	5 : 15	5 : 15

SERVICE CODE ABBREVIATIONS

SERVICE TYPE	ABBREVIATIONS
Supportive Home Care	S
Respite	R
Daily Living Skills	D

TIMESHEET SUBMISSION

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