

RICHLAND CENTER CLTS WORKER TIMESHEET

Timesheet Submission

Mail: 10425 W. North Avenue, Suite 345

Milwaukee, WI 53226

Worker N	Name:ant Name:	Email: WICLTS@premier-fms.com Fax: 1-855-424-8657					
'	iod Begins: (MM/D	D/YYYY) / /	/	Pa	ay period Ends: (MM/DD	/YYYY)	/
Day of	Service Date	Time In	Time Out	Service Code	Time In	Time Out	Service Code

Day of Week	Service Date (MM/DD)	Time In	Time Out	Service Code	Time In	Time Out	Service Code
Sun	/	AM PM	• AM PM		AM PM	• AM	
Mon		• O AM O PM	• O AM PM		• O AM PM	• AM PM	
Tue		• AM O PM	• AM PM		• AM PM	• AM PM	
Wed		• O AM PM	• AM PM		• AM PM	• AM PM	
Thu		• O AM	• O AM PM		• O AM PM	• AM PM	
Fri		• O AM O PM	• O AM PM		• O AM PM	• AM PM	
Sat		• O AM O PM	• O AM PM		• O AM O PM	• O AM PM	
Sun	/	O AM	• O AM O PM		O AM PM	• O AM O PM	
Mon	/	• O AM O PM	• AM PM		• O AM PM	• AM	
Tue		• O AM O PM	• O AM PM		• O AM O PM	• AM PM	
Wed		• O AM O PM	O AM PM		• O AM O PM	• AM PM	
Thu		• O AM	• O AM O PM		• O AM PM	• AM	
Fri		O AM PM	• AM PM		• AM PM	• AM PM	
Sat		• O AM O PM	• AM PM		• AM PM	• AM PM	

Worker Signature:	Date:	/	<u> </u>	/	Ш	
Participant/Guardian/POA Signature:	Date:		/ <u> </u>	/		

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) 0 7 / 1 0 / 2 0 1 6 0 7 / 2 3 / 2 0 1 6
	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?
ш	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.

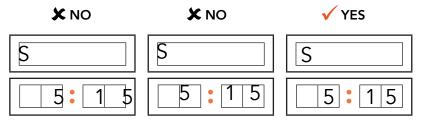
WHY USE PORTAL TIMESHEET?

- 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**.



SERVICE CODE ABBREVIATIONS

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

TIMESHEET SUBMISSION

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WICLTS@premier-fms.com

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