

XNO XNO ✓Yes

S	H	C	
5	.	2	5

S	H	C	
5	.	2	5

S	H	C	
5	.	2	5

Confirm service codes match authorization codes on the PPT's plan.



Premier Financial Management Services Participant-hired Worker Timesheet

Sample

***No whiteout can be used on timesheets!**

Day of Week	Date MM/DD	Service Code	Service Code	Service Code	Service Code
Sun	07/10	1.25			
Mon	07/11		5.00		
Tue	07/12				
Wed	07/13			10.00	
Thu	07/14		5.00		
Fri	07/15	3.00			
Sat	07/16	3.50			
Total Hours - Week 1		7.75	5.50	10.00	
Day of Week	Date MM/DD	Service Code	Service Code	Service Code	Service Code
Sun	07/17		3.00		
Mon	07/18				
Tue	07/19				
Wed	07/20	5.00			
Thu	07/21	3.00			
Fri	07/22		6.00		
Sat	07/23		8.00		
Total Hours - Week 2		8.00	17.00		

Participant-hired Worker First Name:
J a n e

Participant-hired Worker Last Name:
S m i t h

Participant First Name:
J o h n

Participant Last Name:
S m i t h

Pay period Begins: (MM/DD/YYYY)
07 / 10 / 2016

Pay period Ends: (MM/DD/YYYY)
07 / 23 / 2016

Check that pay period dates match the payroll cycle and do not overlap with other payroll cycle weeks.

Did the PHW use correct hourly increments to record work time?
15 min = .25, 30 min = .50, 45 min = .75

Hours must be totaled for weeks 1 & 2

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: Jane Smith Date: 07 / 23 / 2016
 Participant Signature: John Smith Date: 07 / 24 / 2016

Confirm both the worker and PPT have signed the timesheet

Confirm signature dates are either on the last date of the pay period, or after. (ie- in this example on 7/23 or after)

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.

Types of Errors on timesheet: To be moved to "Follow-up" folder

- Missing signature date(s)
- Missing signatures
- Early signature date(s)
- Wrong increments
- Incomplete signature date(s)
- Wrong dates
- Ineligible
- White-out is used on the timesheet