

Worker Name: \_\_\_\_\_

Veteran Name: \_\_\_\_\_

Authorized Representative Name: \_\_\_\_\_

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

Day of Week	Service Date (MM/DD)	Time In	Time Out	# of Hours Worked
Sun	/	: <input type="radio"/> AM : <input type="radio"/> PM	: <input type="radio"/> AM : <input type="radio"/> PM	
Mon	/	: <input type="radio"/> AM : <input type="radio"/> PM	: <input type="radio"/> AM : <input type="radio"/> PM	
Tues	/	: <input type="radio"/> AM : <input type="radio"/> PM	: <input type="radio"/> AM : <input type="radio"/> PM	
Wed	/	: <input type="radio"/> AM : <input type="radio"/> PM	: <input type="radio"/> AM : <input type="radio"/> PM	
Thurs	/	: <input type="radio"/> AM : <input type="radio"/> PM	: <input type="radio"/> AM : <input type="radio"/> PM	
Fri	/	: <input type="radio"/> AM : <input type="radio"/> PM	: <input type="radio"/> AM : <input type="radio"/> PM	
Sat	/	: <input type="radio"/> AM : <input type="radio"/> PM	: <input type="radio"/> AM : <input type="radio"/> PM	
Sun	/	: <input type="radio"/> AM : <input type="radio"/> PM	: <input type="radio"/> AM : <input type="radio"/> PM	
Mon	/	: <input type="radio"/> AM : <input type="radio"/> PM	: <input type="radio"/> AM : <input type="radio"/> PM	
Tues	/	: <input type="radio"/> AM : <input type="radio"/> PM	: <input type="radio"/> AM : <input type="radio"/> PM	
Wed	/	: <input type="radio"/> AM : <input type="radio"/> PM	: <input type="radio"/> AM : <input type="radio"/> PM	
Thurs	/	: <input type="radio"/> AM : <input type="radio"/> PM	: <input type="radio"/> AM : <input type="radio"/> PM	
Fri	/	: <input type="radio"/> AM : <input type="radio"/> PM	: <input type="radio"/> AM : <input type="radio"/> PM	
Sat	/	: <input type="radio"/> AM : <input type="radio"/> PM	: <input type="radio"/> AM : <input type="radio"/> PM	
<b>Service Hours Total:</b>				

The Employer and Worker certify that the information provided on this timesheet is a true and accurate statement of the services provided. The Employer and Worker understand that payment for services provided are subject to payroll taxes.

Worker Signature: \_\_\_\_\_ Date: \_\_\_ / \_\_\_ / \_\_\_\_\_

Veteran/AR Signature: \_\_\_\_\_ Date: \_\_\_ / \_\_\_ / \_\_\_\_\_

**Timesheet Submission**

**Mail:**  
10425 W North Ave, Suite 345  
Milwaukee, WI 53226

**Email:**  
okvet@premier-fms.com

**Fax:**  
(855) 962-0586

## TIMESHEET CHECK-LIST

Is my legal name on the TS?  
Is my Veteran'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)

07 / 02 / 2017

Pay period Ends: (MM/DD/YYYY)

07 / 15 / 2017

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 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 employer 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 use standard time (not military time)?

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?

**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) 962-0539.**

## MARKING INSTRUCTIONS FOR TIMESHEET

- 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.**