



# IRIS PARTICIPANT-HIRED WORKER TIMESHEET

**Timesheet Submission**  
**Mail:** P.O. Box 26001, Milwaukee, WI 53226  
**Walk-in:** 10425 W North Ave, Ste 345, Milwaukee, WI 53226  
**Email:** Timesheets@premier-fms.com  
**Fax:** 1-888-210-9660  
**Portal:** www.premier-fms.com  
*Please call Premier at 1-855-224-5810 with any questions.*

Participant-hired Worker Name: \_\_\_\_\_

Participant Name: \_\_\_\_\_

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

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

Service Date (MM/DD)	Time In	Time Out	Service Code	Time In	Time Out	Service Code
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The Participant Employer/Guardian and Participant-hired Worker certify that the information provided on this timesheet 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:  /  /

Participant/Guardian Signature: \_\_\_\_\_ Date:  /  /



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Participant Name: \_\_\_\_\_

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

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

Service Date (MM/DD)	Time In	Time Out	Service Code	Time In	Time Out	Service Code
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Participant-hired Worker Signature: \_\_\_\_\_ Date:  /  /

Participant/Guardian Signature: \_\_\_\_\_ Date:  /  /

## TIMESHEET CHECKLIST

- 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*
- 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 15 minute increments to record my work time?  
**15 min. = .25 | 30 min. = .50 | 45 min. = .75**
- 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 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 E-TIMESHEETS?

- Eliminates the risk of filling 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 smartphone.)
- It is secure, confidential and can be accessed from any location at any time of the day, year round.

## 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.**

<b>✗ NO</b>	<b>✗ NO</b>	<b>✓ YES</b>
SHC	SHC	SHC
5:15	5:15	5:15

## COMMON SERVICE CODE ABBREVIATIONS

SERVICE TYPE	ABBREVIATIONS
Supportive Home Care - Routine	SHC
Supportive Home Care - Companion Care	CC
Supportive Home Care - Chores	C
Supportive Home Care - Overnight	O
Personal Care	PC
Respite	R

## TIMESHEET SUBMISSION

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