



# WIL VETERAN DIRECT CARE WORKER TIMESHEET

Participant Name: \_\_\_\_\_ Last 4 Digits of SSN: \_\_\_\_\_

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

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

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

Service Date (MM/DD)	Check In (HH:MM)	Check Out (HH:MM)	# of Hours Worked
-	: AM : PM	: AM : PM	.
-	: AM : PM	: AM : PM	.
-	: AM : PM	: AM : PM	.
-	: AM : PM	: AM : PM	.
-	: AM : PM	: AM : PM	.
-	: AM : PM	: AM : PM	.
-	: AM : PM	: AM : PM	.
-	: AM : PM	: AM : PM	.
-	: AM : PM	: AM : PM	.
-	: AM : PM	: AM : PM	.
-	: AM : PM	: AM : PM	.
-	: AM : PM	: AM : PM	.
-	: AM : PM	: AM : PM	.
-	: AM : PM	: AM : PM	.
<b>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:**  
PayrollTimesheets@premier-fms.com

**Fax:**  
855.325.4668

## 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) 538-7776.**

## 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.**