

The Department of Human Services recently announced the requirement of In and Out Timesheets. In this user guide, we will discuss whether or not you need to use an In and Out Timesheet.

Do I Need to Use an In and Out Timesheet?

No, there are methods available, such as [Electronic Visit Verification](#).

Electronic Visit Verification

All non-live in participant-hired workers providing Personal Care or Routine Supportive Home Care must use EVV.

[Access EVV resources and training materials](#)

For participants: If you need to submit a paper timesheet to approve your worker's time in CareTime, you must write "EVV" on top of the timesheet and the exact in and out times must match, including the AM or PM. Do not round your time or use only durations.

Live In Workers and E-Timesheets

Live in workers, and workers who provide other services, can use e-Timesheets. e-Timesheets link directly to our payroll software.

- You can track your submitted timesheet through the system.
- There is no question on whether or not Premier has received your timesheet.
- Save time by submitting your timesheet online.
- You can see whether shifts have already been approved or if they require action by the Direct Care Professional.
- You can see what hours have been processed for payment in real time.

If you aren't registered for e-timesheets, call us today at **855.224.5810**.

In and Out Timesheets

If you will be submitting paper timesheets, you must use the new [In and Out Timesheet](#).

Please see our [sample timesheet](#) to help you in completing them correctly.

Timesheets that are not submitted correctly may result in a delaying a Direct Care Professional's payment.

Please view the Timesheet Checklist to learn how to complete an In and Out Timesheet correctly.