

## Timesheet Checklist

Check each box after completing the step

<input type="checkbox"/> Is my legal name on the Timesheet?
<input type="checkbox"/> Is my Participant's legal name on the Timesheet?
<input type="checkbox"/> Did I fill in the correct pay period with the correct start and end dates? (see format below) <small>Pay period Begins: (MM/DD/YYYY) 08/11/2024 Pay period Ends: (MM/DD/YYYY) 08/24/2024</small>
<input type="checkbox"/> Do I have dates entered on each line where I am recording a shift?
<input type="checkbox"/> Do I have a service code filled in next to each shift?
<input type="checkbox"/> Have I reviewed my hours for accuracy?
<input type="checkbox"/> Did I record the correct start and stop times for each shift?
<input type="checkbox"/> Does each start time and end time have AM or PM marked?
<input type="checkbox"/> Did I sign and date the timesheet?
<input type="checkbox"/> Did my participant sign and date the timesheet?
<input type="checkbox"/> Was the timesheet signed after the last date worked?
<input type="checkbox"/> If I provided an overnight shift, did I split the hours at midnight into the two different days?

### Important Timesheet Notes:

Write in Black or Blue pen ink only

Write as large and clear as possible while making sure to stay inside of the boxes provided.

<del>X</del> NO	<del>X</del> NO	✓ YES															
<table border="1" style="border-collapse: collapse; width: 100px; height: 30px;"><tr><td style="padding: 2px;">S</td><td style="padding: 2px;">H</td><td style="padding: 2px;">C</td><td style="padding: 2px;"> </td><td style="padding: 2px;"> </td></tr></table>	S	H	C			<table border="1" style="border-collapse: collapse; width: 100px; height: 30px;"><tr><td style="padding: 2px;">S</td><td style="padding: 2px;">H</td><td style="padding: 2px;">Q</td><td style="padding: 2px;"> </td><td style="padding: 2px;"> </td></tr></table>	S	H	Q			<table border="1" style="border-collapse: collapse; width: 100px; height: 30px;"><tr><td style="padding: 2px;">S</td><td style="padding: 2px;">H</td><td style="padding: 2px;">C</td><td style="padding: 2px;"> </td><td style="padding: 2px;"> </td></tr></table>	S	H	C		
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Please note: Timesheets received that are missing any of the above information will be rejected and returned for correction. This may result in a delay of payment.

The time you work should be rounded to the nearest **15 minutes**. Examples of this are below.

12:07 should be rounded down to 12:00  
 12:08 should be rounded up to 12:15  
 12:22 should be rounded down to 12:15  
 12:23 should be rounded up to 12:30

12:37 should be rounded down to 12:30  
 12:38 should be rounded up to 12:45  
 12:52 should be rounded down to 12:45  
 12:53 should be rounded up to 1:00