



## **Timesheet Checklist**

Check each box after completing the step

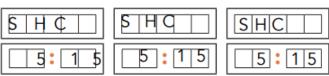
Is my legal name on the Timesheet?
Is my Participant's legal name on the Timesheet?
Did I fill in the correct pay period with the correct start and end dates? (see format below) Pay period Begins: (MM/DD/YYYY) 08/11/2024 Pay period Ends: (MM/DD/YYYY) 08/24/2024
Do I have dates entered on each line where I am recording a shift?
Do I have a service code filled in next to each shift?
Have I reviewed my hours for accuracy?
Did I record the correct start and stop times for each shift?
Does each start time and end time have AM or PM marked?
Did I sign and date the timesheet?
Did my participant sign and date the timesheet?
Was the timesheet signed after the last date worked?
□ 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.

🗶 NO





X NO

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:<mark>22</mark> should be rounded down to 12:15
- 12:<mark>23</mark> should be rounded up to 12:<mark>30</mark>

- 12:37 should be rounded down to 12:30
- 12:<mark>38</mark> should be rounded up to 12:<mark>45</mark>
- 12:<mark>52</mark> should be rounded down to 12:<mark>45</mark>
- 12:<mark>53</mark> should be rounded up to 1:<mark>00</mark>

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