



## CADDO VDHCBs TIMESHEET

**QUESTIONS?** Contact your PremierFMS Account Coordinator  
**Phone:** 855.387.1377  
**Email:** CADDO@Premier-FMS.com

### TIMESHEET SUBMISSION

**Mail:** 10425 W. North Ave., Suite 345  
Milwaukee, WI 53226  
**Email:** PayrollTimesheets@Premier-FMS.com  
**Fax:** 1.855.325.4668

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

Authorized Representative Name: \_\_\_\_\_ AR Phone: \_\_\_\_\_

Pay Period Begins: (MM/DD/YYYY) \_\_\_\_\_ Pay Period Ends: (MM/DD/YYYY) \_\_\_\_\_

Service Date (MM/DD)	Time In	Time Out	Time In	Time Out	Time In	Time Out	Total Hours
/	: 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	
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/	: AM PM	: AM PM	: AM PM	: AM PM	: AM PM	: AM PM	
/	: AM PM	: AM PM	: AM PM	: AM PM	: AM PM	: AM PM	
Service Hours Total							

The Authorized Representative and Worker certify that the information provided on this timesheet is a true and accurate statement of the services provided.

The Authorized Representative and Worker understand that payment for services provided are subject to payroll taxes.

Worker Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Authorized Representative Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# CADDO VDHCBS TIMESHEET INSTRUCTIONS

## TIMESHEET CHECKLIST

- Is my legal name on the Timesheet?
- Is my employer's legal name on the Timesheet?
- 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) 10/01/2025 Pay Period Ends: (MM/DD/YYYY) 10/15/2025

- Did I fill in the dates for each day worked?
- Did I use the correct 15-minute increments to record my work time?

**15 min. | 30 min. | 45 min. | 60 min.**

- Did I sign and date my Timesheet?

Example: If the last day you worked was July 23<sup>rd</sup>, you would sign and date the Timesheet as 7/23/20xx.

- Did my Veteran/employer sign and date my Timesheet?

- Did I make sure hours submitted are worked on or before the Timesheet due date and signed date?

- Did I make sure the dates on the Timesheet 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. They may results in delay of payment.**

## 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.**

**X NO**

5	15
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**X NO**

5	:	15
---	---	----

**✓ YES**

5	:	15
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## HOW DO I RECORD MY HOURS

If you only work one shift a day, your hours should be recorded in the first Time In and Time Out columns.

Service Date (MM/DD)	Time In	Time Out
09 / 22	8 : 00 <input type="checkbox"/> AM <input type="checkbox"/> PM	1 : 30 <input type="checkbox"/> AM <input type="checkbox"/> PM

If you work more than one shift per day, your hours for the additional shift should be recorded in the second Time In and Time Out columns.

Service Date (MM/DD)	Time In	Time Out	Time In	Time Out
09 / 22	8 : 00 <input type="checkbox"/> AM <input type="checkbox"/> PM	1 : 30 <input type="checkbox"/> AM <input type="checkbox"/> PM	3 : 00 <input type="checkbox"/> AM <input type="checkbox"/> PM	7 : 00 <input type="checkbox"/> AM <input type="checkbox"/> PM

What should I do if I work past midnight on any given day?

The hours worked past midnight **MUST** be recorded on the next day.

*Example:* If you work Monday from 6:00pm to Tuesday 6:00am, your timesheet should look as follows:

Service Date (MM/DD)	Time In	Time Out
09 / 22	6 : 00 <input type="checkbox"/> AM <input type="checkbox"/> PM	12 : 00 <input type="checkbox"/> AM <input type="checkbox"/> PM
09 / 23	12 : 00 <input type="checkbox"/> AM <input type="checkbox"/> PM	6 : 00 <input type="checkbox"/> AM <input type="checkbox"/> PM