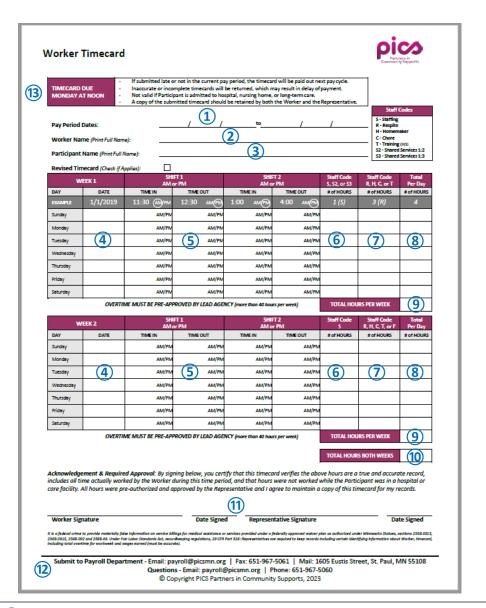
Timecard Sample

If **any** information is missing or incorrect, the Timecard will need to be revised, which can cause a delay in payment. MN DHS requires timecards to be completed clearly, accurately, and signed.

- 1 Clearly print the start and end dates of the two-week pay period.
- 2 Clearly print the first and last name of the Worker (the person providing care).
- 3 Clearly print the first and last name of the Participant (the person who receives care).
- 4 Fill in the DATE for each of the days in the pay period, *including days* the worker did not work.
- (5) On the days worked, fill in the Worker's Time In and Time Out. Circle AM or PM. Round to the nearest 15 minute increment. On days not worked, leave these columns blank.
- **(6)** For **Staffing** hours, write the number of Staffing hours worked in the Staff Code S column for that day.
- 7 For Respite, Homemaker, Chore, Training, or Float Holiday hours, write the number of those hours and the corresponding letter code that applies to them in the second Staff Code column for that day.
- (8) Total all daily staffing hours by adding together the hours from steps 6 and 7. Enter the TOTAL hours worked for each day in the Total Per Day column.
- 9 Total all staffing hours by week by adding up all total hours per day (see step 8). Enter in the TOTAL HOURS PER WEEK box.
 - **Repeat steps 5-9 for the second week of the pay period.**
- 10 Add together the totals of the two weeks and enter the sum in the TOTAL HOURS BOTH WEEKS box.

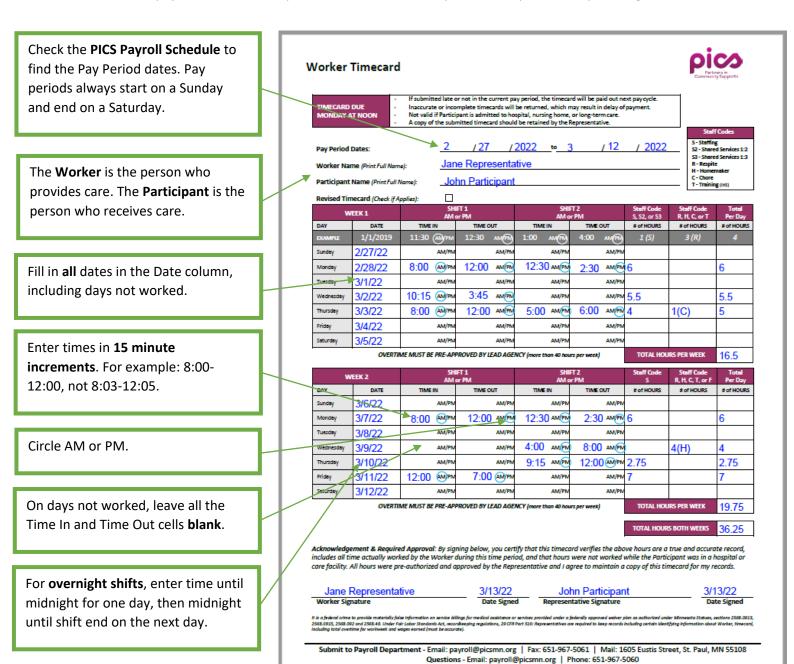


- 11) Timecards must be signed and dated by both the Worker and the Representative. If the same person is both the Worker and Representative, then sign and date in both spaces.
- 2 Submit manual timecards via email, fax, mail, or dropping them off in the secure mailbox located outside at the PICS office building. If submitting via email, make sure your scan or photo is clear and legible, and that no names, signatures, or columns are cut off.
- (3) Manual timecards are due to PICS every other Monday no later than noon (12:00 PM). Timecards submitted on time will be paid the following Wednesday. Timecards submitted after the deadline will be paid the following Friday instead.

See the other side of this page for an example of a correctly filled-out timecard and answers to frequently-asked questions.

Timecard Sample

If **any** information is missing or incorrect, the Timecard will need to be revised, which can cause a delay in payment. MN DHS requires timecards to be completed clearly, accurately, and signed.



How do I know how many hours I can work? Speak to your Service Coordinator. Payroll does not have access to individual budgets and is unable to advise you.

Copyright PICS Partners in Community Supports, 2023

How do I know what Staff Code my hours are? Speak to your Service Coordinator. They can advise you on what staffing types you have in your budget and what tasks should be categorized as each type.

I'm out of Timecards. How do I get more? You can print blank Timecards from our website (go to Workers, then Forms). You can also reach out to our office via phone, email, mail, or fax and we can mail you more Timecards.