

Worker Timesheet

Pay Period Dates: _____ to _____

Worker Name: _____

Participant Name: _____



- Hours cannot be submitted while Participant is admitted to hospital, nursing home, long-term care or residential facility.
- Overtime begins after 40 hours per work week. Paid parents and spouses are not eligible for overtime, and cannot work more than 40 hours per week.

Week 1		Shift 1 (Verify AM or PM)		Shift 2 (Verify AM or PM)		S (Staffing)	R, H, C, T
Day	Date	Time In	Time Out	Time In	Time Out	Total Hours	Total Hours
EXAMPLE	1/1/2017	11:30 AM	12:30 PM	1:00 PM	4:00 PM	1	3 (R)
Sunday		:	:	:	:		
Monday		:	:	:	:		
Tuesday		:	:	:	:		
Wednesday		:	:	:	:		
Thursday		:	:	:	:		
Friday		:	:	:	:		
Saturday		:	:	:	:		
Total Hours Per Week							

Timesheet Due Monday at Noon

Late timesheets and timesheets not in the current pay period will be paid out the following week.

Inaccurate or incomplete timesheets may be returned for corrections, which may result in delay of payment.

Week 2		Shift 1 (Verify AM or PM)		Shift 2 (Verify AM or PM)		S (Staffing)	R, H, C, T
Day	Date	Time In	Time Out	Time In	Time Out	Total Hours	Total Hours
Sunday		:	:	:	:		
Monday		:	:	:	:		
Tuesday		:	:	:	:		
Wednesday		:	:	:	:		
Thursday		:	:	:	:		
Friday		:	:	:	:		
Saturday		:	:	:	:		
Total Hours Per Week							

Staffing Codes

S - Staffing or Paid Parent
R - Respite
H - Homemaker
C - Chore
T - Personal Supports Training
(Training must be completed before receiving reimbursement).

Total Hours for BOTH Weeks							
-----------------------------------	--	--	--	--	--	--	--

Worker **AND** Representative must sign timesheet before processing. If you are both parties, please sign both lines. Submit timesheet to PICS Payroll Department.

Worker Signature _____ Date _____

Representative Signature _____ Date _____