

Instructions for Completing Time Sheet(s)

1. All entries must be completed in ink, preferably black. Time sheets completed in pencil or other colored ink may be returned for correction. Please complete legibly.
2. Time sheets are due on the first due date after the service occurred.
3. Print employee's full, legal name (as it appears on tax forms and paycheck/pay voucher), address, city, state and zip code.
4. Enter the period ending and due dates for this time sheet.
5. In the MM/DD/YY column indicate the month, day and year of each service. List the services in chronological order starting with the earliest service date at the top of the sheet to the most current date listed last.
6. Indicate the actual start and end time, using military time, for each service. If the service is overnight, a new line is started after midnight with the next day's date, etc.
7. For In-Home, Non-Site Based services, print the consumer's full legal name under the "Consumer Name/Program" column. Enter last name first, then first name.
Note: If in-home respite service or SCL is for more than one consumer (same date and time), make a separate line entry for each consumer – these group situations must be pre-approved by the appropriate Family Services Coordinator(s).
8. Indicate "Service Type" in that column from the following list.
 - RESP – In-Home 1:1 respite
 - G RES – In-Home respite with more than one consumer with a disability
 - CDAC – Consumer Directed Attendant Care
 - IMMT – Interim Medical Monitoring and Treatment
 - SCL – Supported Community Living
9. For Site-Based Services/Programs such as GetAway Respite, Christ Episcopal Group Respite, Computer Lab Group Respite, Summer Day Program and Daycare at BASICS, OASIS, or CHOICE indicate the following under the "Consumer Name/Program" column:
 - SDP-L (Linn County Site) or SDP-B (Benton Site)
 - Daycare- BASICS, Daycare- OASIS, or Daycare- CHOICE
 - GetAway Respite- (theme name) [i.e. GetAway Respite- Halloween Harvest]
 - Group Respite- Ch. Ep
 - Group Respite- Comp. Lab
10. The "Earn Type" and "Docum./Signed" Columns are completed by Office Staff. Employees do not need to write in these columns.
11. If submitting multiple sheets, please number the sheets as page X of Y, (i.e. page 1 of 2, page 2 of 2, etc.).
12. Sign at employee signature on the bottom of the form and date, prior to submitting.

Time Sheet(s) Instructions (Continued)

13. Submit the time sheet and all supporting documentation (service notes, progress notes, data sheets, hours logs, expense sheets with receipts, etc.) paper clipped to the timesheet.

WHEN TO TURN IN THIS TIME SHEET?

Time sheets for services provided from the 1st through the 15th of the month are due on the 16th. Services provided on the 16th through the end of the month are due on the 1st day of the next month. If these dates fall on a holiday or weekend, submit on the following business day. The drop-box located by the back door is always accessible for employee's convenience.