

Toolkit: Timesheets



Q: What is this toolkit for?

A: This toolkit explains how to make the timesheet process work smoothly! Members/Participants, Employers and Employees can work together to help make sure timesheets get processed and paid on time.

TIPS FOR GETTING PAYCHECKS THAT ARE ACCURATE AND ON TIME!

- **Be sure ALL employee paperwork has been completed & submitted.**
- **Effective July 15, 2011, timesheets that are received by Xerox more than 90 days after the service was provided will not be processed for payment.**
According to Medicaid timely-filing requirements, we cannot process any request for payment that has not been submitted within 90 days from the date the employee worked. This means that all timesheets must be submitted to Xerox (via fax or the FOCo*Online* system) no later than Midnight on the 90th day after services have taken place. Any timesheets that are submitted after this time limit will not be paid by Xerox and will be returned to you. Also, if you need to make corrections to your timesheets, you must complete them within this timeframe (90 days from the date the employee worked).
- **Follow the CURRENT payroll periods.**
Keep a copy of the payroll schedule in front of you. Timesheets submitted after Saturday's deadline may result in a delayed paycheck. If you would like a copy of the current Payroll Payment Schedule, please contact the Self-Direction Help Desk (1-866-916-0310).
Note: The **deadline** for submitting timesheets is always on a Saturday by Midnight (before 12:00 am on Sunday).
- **Service dates on all timesheets need to be ON or BEFORE the last day of the timesheet period.**
You cannot enter, submit or sign a timesheet for work not yet performed. For example, if the pay period ends on Friday, May 20th, you cannot enter time for services you will provide on Monday, May 23rd even if the services are generally similar or the same.
- **Services Provided field on the Timesheet.**
Enter descriptions of tasks and services provided to the member/participant.
- **Timesheets need to be complete and correct** (see example on Page 3 of this toolkit).

- **Both the Employee and the Employer need to sign and date the timesheet.**
- **Fax your timesheet.**
Only fax your timesheet one (1) time unless you are faxing a corrected timesheet or if you have been asked to refax it. If it is a corrected timesheet, check the box **Yes** for “Is this a correction to a PRIOR Timesheet?” Not following these guidelines can cause delays in a check being issued. **The fax number is 866-302-6787.**
- **Use the exact same name on your timesheet as used for your employee paperwork.**
For example, if you completed paperwork as William J Smith and you enter Billy Smith on your timesheet, we won’t know who you are. This will cause a delay in getting paid.

2-Week Self-Direction Timesheet for Payment

FAX 1-866-302-6787

Have you faxed this timesheet before (is it a duplicate)? Yes No If Yes, when?

Employee Name: Ellie Employee	Employee ID# (last 4 digits of employee's social security #) 1234
Member/Participant: Pauline Participant	Is this a correction to a PRIOR Timesheet? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Member/Participant's Date of Birth: 1/1/57	Begin Date: 05/07/2011 End Date: 05/20/2011

Service Dates must be on or within Begin and End Dates

Date	Time In		Time Out		Hours	Service Code	Services Provided (Please enter)
	Circle AM or PM	Circle AM or PM	Circle AM or PM	Circle AM or PM			
05/07/2011	AM 8:00	PM	AM 11:00	PM	3	99509	Prepared meals, shopped for groceries.
	AM	PM	AM	PM			
05/08/2011	AM 8:00	PM	AM 11:00	PM	3	99509	Picked up Pauline's prescriptions at pharmacy, helped her with laundry.
	AM	PM	AM	PM			
05/09/2011	AM 8:00	PM	AM 11:00	PM	3	99509	Helped Pauline pack for trip to visit brother.
	AM	PM	AM	PM			
05/10/2011	AM 2:00	PM	AM 8:00	PM	6	H2021	Took Pauline to event at library.
	AM 10:00	PM	AM 12:00	PM			
05/11/2011	AM 12:00	PM	AM 1:00	PM	1	99509	Cleaned apartment.
	AM	PM	AM	PM			
	AM	PM	AM	PM		99509	Prepared meals for next week.
	AM	PM	AM	PM			
Total Hours for Week 1 →					18	Must not be over 40	

Week 1

Midnight Rule
10PM-12AM (1st day)
12AM-1AM (2nd day)

Split Shift
8AM – 11AM Homemaker/Direct Support Services
2PM – 8PM Community Direct Support/Navigation

05/14/2011	AM 10:00	PM	AM 12:00	PM	2	99509	Laundry, cleaned apartment.
	AM	PM	AM	PM			
05/15/2011	AM 12:00	PM	AM 3:00	PM	3	99509	Teach Pauline how to use computer.
	AM	PM	AM	PM			
05/16/2011	AM 2:00	PM	AM 8:00	PM	6	99509	Worked with Pauline on practicing better safety skills at home.
	AM	PM	AM	PM			
05/17/2011	AM 8:00	PM	AM 4:00	PM	8	99509	Worked with Pauline on washing dishes and cleaning the apartment.
	AM	PM	AM	PM			
05/18/2011	AM 8:00	PM	AM 1:00	PM	5	99509	Prepared frozen meals for next week.
	AM	PM	AM	PM			
Total Hours for Week 2 →					24	Must not be over 40	

Week 2

Total Hours for Week 1 + Week 2

Total Hours for Timesheet (2 weeks) →					42	Must not be over 80	
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Ellie Employee 5/21/2011
 Employee Signature Date
 Ellie Employee
 Employee Printed Name

Pauline Participant 5/21/11
 Employer Signature Date
 Pauline Participant
 Employer Printed Name

Signed & dated on or after last service date