

# Private Pay and VA TIMESHEET



For the week of service, timesheets are due the following Monday by Midnight. You may fax, drop off, or email your timesheets. Mail is discouraged as it can not guarantee timely pay. Timesheets are due every week. Due to the timing of the payroll cycle, late timesheets will result in late pay. Timesheets must be signed AFTER all work is completed. Advance timesheets will not be accepted.

**Sunday that started this work week.**

|  |  |    |  |  |    |  |  |    |
|--|--|----|--|--|----|--|--|----|
|  |  | MM |  |  | DD |  |  | YY |
|--|--|----|--|--|----|--|--|----|

**Please see back for instructions.**

| Employee Name (Please Print) | Employee ID | Member Name (Please Print) | Member ID |
|------------------------------|-------------|----------------------------|-----------|
|                              |             |                            |           |

| Service Date (MM/DD) | Time In | Time Out | Service Code  |
|----------------------|---------|----------|---|
| 1                    |         |          | <input type="radio"/> PCA <input type="radio"/> VARESPITE<br><input type="radio"/> VAPCA <input type="radio"/> TRAINING |
| 2                    |         |          | <input type="radio"/> PCA <input type="radio"/> VARESPITE<br><input type="radio"/> VAPCA <input type="radio"/> TRAINING |
| 3                    |         |          | <input type="radio"/> PCA <input type="radio"/> VARESPITE<br><input type="radio"/> VAPCA <input type="radio"/> TRAINING |
| 4                    |         |          | <input type="radio"/> PCA <input type="radio"/> VARESPITE<br><input type="radio"/> VAPCA <input type="radio"/> TRAINING |
| 5                    |         |          | <input type="radio"/> PCA <input type="radio"/> VARESPITE<br><input type="radio"/> VAPCA <input type="radio"/> TRAINING |
| 6                    |         |          | <input type="radio"/> PCA <input type="radio"/> VARESPITE<br><input type="radio"/> VAPCA <input type="radio"/> TRAINING |
| 7                    |         |          | <input type="radio"/> PCA <input type="radio"/> VARESPITE<br><input type="radio"/> VAPCA <input type="radio"/> TRAINING |
| 8                    |         |          | <input type="radio"/> PCA <input type="radio"/> VARESPITE<br><input type="radio"/> VAPCA <input type="radio"/> TRAINING |
| 9                    |         |          | <input type="radio"/> PCA <input type="radio"/> VARESPITE<br><input type="radio"/> VAPCA <input type="radio"/> TRAINING |
| 10                   |         |          | <input type="radio"/> PCA <input type="radio"/> VARESPITE<br><input type="radio"/> VAPCA <input type="radio"/> TRAINING |
| 11                   |         |          | <input type="radio"/> PCA <input type="radio"/> VARESPITE<br><input type="radio"/> VAPCA <input type="radio"/> TRAINING |
| 12                   |         |          | <input type="radio"/> PCA <input type="radio"/> VARESPITE<br><input type="radio"/> VAPCA <input type="radio"/> TRAINING |

Was the Member in a hospital, emergency room, urgent care, nursing home, or any other institution or facility at **any time** during this week?

Yes

**Explain:**

I certify that the hours and services indicated above were provided to the Member by the Employee as recorded. The Member was NOT in a hospital, nursing home, or institution. Falsification of this time sheet is considered fraud and may result in dismissal from the program and/or criminal prosecution.

**Employee Signature**

**Member/PR Signature**

**Date (MM/DD/YY)**

**Date (MM/DD/YY)**

|  |  |   |  |  |   |  |  |
|--|--|---|--|--|---|--|--|
|  |  | / |  |  | / |  |  |
|--|--|---|--|--|---|--|--|

|  |  |   |  |  |   |  |  |
|--|--|---|--|--|---|--|--|
|  |  | / |  |  | / |  |  |
|--|--|---|--|--|---|--|--|



# Timesheet Instructions

**These items must be completed for your time sheet to be processed:**

- **Employee Name**
- **Employee ID**
- **Sunday that Started this Pay Period**
  - Example: if the first day worked was Tues. the 12<sup>th</sup>, this would be Sun. the 10<sup>th</sup>.
- **Member Name**
- **Member ID**
- **Employee Signature & Date**
  - Date must be on or after the last day worked.
- **Member Signature & Date**
  - Date must be on or after the last day worked.

**Each line of time must include:**

- Service Date (MM/DD format)
- Time In (including hour (HH) minutes (MM), and am/pm bubble)
- Time Out (including hour (HH) minutes (MM), and am/pm bubble)
- Service Code (bubble corresponding to service type performed)

Make sure your time sheet is complete and correct, with all entries made neatly inside the boxes. Payment may be delayed if numbers are not printed neatly inside the boxes **WITHOUT** touching any lines, or are not readable.

Please continue on a second time sheet if you run out of room on the first. Bold items on the list to the left must also be filled in on the second form.

For best results use **BLACK** ink

Shade circles completely, like this:

Not like this:

Fill boxes like this: 


|   |   |   |   |   |   |
|---|---|---|---|---|---|
| A | B | C | 1 | 2 | 3 |
|---|---|---|---|---|---|

Not like this: 


|   |   |   |   |   |   |
|---|---|---|---|---|---|
| A | B | C | 1 | 2 | 3 |
|---|---|---|---|---|---|

## Making Corrections

If you make a mistake **before** turning in your timesheet, cross out the incorrect line and rewrite the information on the next blank line like this:

|    |                               |                               |   |                               |   |   |
|----|-------------------------------|-------------------------------|---|-------------------------------|---|---|
| 9  | <del>03</del> / <del>02</del> | <del>02</del> : <del>00</del> | <input type="radio"/> AM<br><input type="radio"/> PM            | <del>03</del> : <del>00</del> | <input type="radio"/> AM<br><input type="radio"/> PM            |  |
| 10 | 04 / 01                       | 02 : 15                       | <input type="radio"/> AM<br><input checked="" type="radio"/> PM | 05 : 15                       | <input type="radio"/> AM<br><input checked="" type="radio"/> PM |   |

**Do not** write over the top of incorrect information like this:

|   |                               |                    |   |         |   |   |
|---|-------------------------------|--------------------|---|---------|---|---|
| 1 | 09 / 09                       | <del>09</del> : 00 | <input type="radio"/> AM<br><input checked="" type="radio"/> PM | 11 : 00 | <input type="radio"/> AM<br><input checked="" type="radio"/> PM |  |
| 2 | <del>03</del> / <del>02</del> | 04 : 00            | <input type="radio"/> AM<br><input checked="" type="radio"/> PM | 11 : 30 | <input type="radio"/> AM<br><input checked="" type="radio"/> PM |   |

If you make a mistake and the timesheet gets returned to you for corrections, you **must** fill out a new timesheet.

| Service Codes |              |
|---------------|--------------|
| Service       | Service Code |
| Private Pay   | PCA          |
| VA PCA        | VAPCA        |
| VA Respite    | VARESPITE    |
| Training      | TRAINING     |

