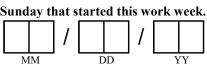


## **Private Pay and VA** TIMESHEET

Sunday that started this work week.

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.



Please see back for instructions.

Employee Name (Please Print)Employee IDMember Name (Please Print)			Print) Member ID
Service Date (MM/DD)	Time In	Time Out	Service Code
1 /	• • • • • • • • • • • • • • • • • • •	••••••••••••••••••••••••••••••••••••••	O PCA O VARESPITE O VAPCA O TRAINING
2 /	• • • • • • • • • • • • • • • • • • •	• • • • • • • • • • • • • • • • • • •	O PCA O VARESPITE O VAPCA O TRAINING
3 /	• • • • • • • • • • • • • • • • • • •	• • • • • • • • • • • • • • • • • • •	O PCA O VARESPITE O VAPCA O TRAINING
4 /	• • • • • • • • • • • • • • • • • • •	••••••••••••••••••••••••••••••••••••••	O PCA O VARESPITE O VAPCA O TRAINING
5 /	• • • • • • • • • • • • • • • • • • •	••••••••••••••••••••••••••••••••••••••	O PCA O VARESPITE O VAPCA O TRAINING
6 /	• • • • • • • • • • • • • • • • • • •	••••••••••••••••••••••••••••••••••••••	O PCA O VARESPITE O VAPCA O TRAINING
7	• • • • • • • • • • • • • • • • • • •	••••••••••••••••••••••••••••••••••••••	O PCA O VARESPITE O VAPCA O TRAINING
8 /	• • • • • • • • • • • • • • • • • • •	• • • • • • • • • • • • • • • • • • •	O PCA O VARESPITE O VAPCA O TRAINING
9 /	• • • • • • • • • • • • • • • • • • •	• • • • • • • • • • • • • • • • • • •	O PCA O VARESPITE O VAPCA O TRAINING
10 /	• • • • • • • • • • • • • • • • • • •	• • • • • • • • • • • • • • • • • • •	O PCA O VARESPITE O VAPCA O TRAINING
11 /	• • • • • • • • • • • • • • • • • • •	• • • • • • • • • • • • • • • • • • •	O PCA O VARESPITE O VAPCA O TRAINING
12 /	• • • • • • • • • • • • • • • • • • •	• • • • • • • • • • • • • • • • • • •	O PCA O VARESPITE O VAPCA O 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? O Yes

#### **Explain:**

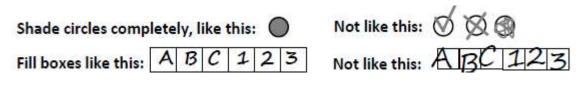
I certify that the hours and servi indicated above were provided Member by the Employee as recorded. The Member was NO a hospital, nursing home, or institution. Falsification of this sheet is considered fraud and m result in dismissal from the prog and/or criminal prosecution.

ices to the DT in	Employee Signature	Date (MM/DD/YY)
time ay gram	Member/PR Signature	Date (MM/DD/YY)
	Drop Off: 100 Consumer Direct Way Ste 145 Missoula, MT 59	9808 26012

# **Timesheet Instructions**

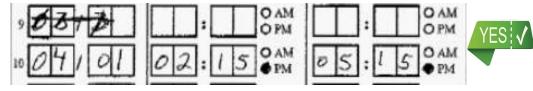
Each line of time must include: These items must be completed for your time sheet to be processed: Service Date (MM/DD format) • Time In (including hour (HH) minutes (MM), and am/pm bubble) • Employee Name • Time Out (including hour (HH) minutes (MM), and am/pm bubble) Employee ID • Service Code (bubble corresponding to service type performed) Sunday that Started this Pay Period o Example: if the first day worked was Tues. the 12th, this would be Sun. the 10th. Make sure your time sheet is complete and correct, with all entries • Member Name made neatly inside the boxes. Payment may be delayed if numbers are Member ID not printed neatly inside the boxes WITHOUT touching any lines, or Employee Signature & Date are not readable. o Date must be on or after the last day worked. Please continue on a second time sheet if you run out of room on the • Member Signature & Date first. Bold items on the list to the left must also be filled in on the o Date must be on or after the last day worked. second form.

### For best results use **BLACK** ink

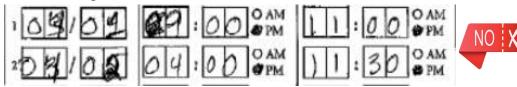


### **Making Corrections**

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:



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



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		

