

SHOW UP TIMESHEET



For the weeks 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 two weeks. 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 in	astructions.			Service Code: SHOWUP CDMT ID: 1029403		
Employee Name (Plea	Employ	Employee ID		Sunday that started this work week.		
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					MM	DD YY
Service Date (MM/DD)	Start Time	End Time		Member Initials	Comment	S
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during the scheduled shift a	ed to perform services for a Mer and I waited at least the required	amount of time bef	ore departing. The	shift was not ca		
this time sheet is considered fraud and may result in dismissal from the program and/or criminal prosecution. Date (MM/DD/YY)						
						/ <u> </u>
Employee Signature:						′ 📖 ′ 📖

Drop Off: 100 Consumer Direct Way Ste 145 Missoula, MT 59808

Fax: 1-855-486-7246

Email: cdmtts@consumerdirectcare.com





Timesheet Instructions

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

- Employee Name
- Employee ID
- . Sunday that Started this Pay Period
 - o Example: if the first day worked was Tues. the 12th, this would be Sun. the 10th.
- Employee 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)
- Member Initials

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.

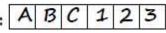
For best results use **BLACK** ink

Shade circles completely, like this:





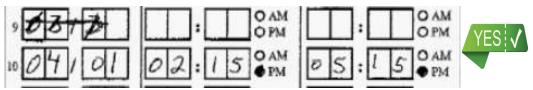
Fill boxes like this:



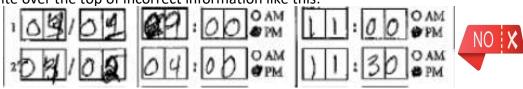


Making Corrections

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.

