

CDMT Portal to Portal TIMESHEET



For the week of service, timesheets are due the following Monday by Midnight if faxed or dropped off, and postmarked by Monday if mailed. **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.

**Service Code: PORTAL
CDMT ID: 1029403**

Employee Name (Please Print)

Employee ID

Sunday that started your work week

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MM		DD		YY

Service Date (MM/DD)	Total Travel Time	Visit 1 - Member Initials	Departure Time	Visit 2 - Member Initials	Arrival Time
1 <input style="width: 20px; height: 20px;" type="text"/> / <input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 30px; height: 20px;" type="text"/> Min.	<input style="width: 100%; height: 25px;" type="text"/>	<input style="width: 30px; height: 25px;" type="text"/>	<input style="width: 100%; height: 25px;" type="text"/>	<input style="width: 30px; height: 25px;" type="text"/>
2 <input style="width: 20px; height: 20px;" type="text"/> / <input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 30px; height: 20px;" type="text"/> Min.	<input style="width: 100%; height: 25px;" type="text"/>	<input style="width: 30px; height: 25px;" type="text"/>	<input style="width: 100%; height: 25px;" type="text"/>	<input style="width: 30px; height: 25px;" type="text"/>
3 <input style="width: 20px; height: 20px;" type="text"/> / <input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 30px; height: 20px;" type="text"/> Min.	<input style="width: 100%; height: 25px;" type="text"/>	<input style="width: 30px; height: 25px;" type="text"/>	<input style="width: 100%; height: 25px;" type="text"/>	<input style="width: 30px; height: 25px;" type="text"/>
4 <input style="width: 20px; height: 20px;" type="text"/> / <input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 30px; height: 20px;" type="text"/> Min.	<input style="width: 100%; height: 25px;" type="text"/>	<input style="width: 30px; height: 25px;" type="text"/>	<input style="width: 100%; height: 25px;" type="text"/>	<input style="width: 30px; height: 25px;" type="text"/>
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7 <input style="width: 20px; height: 20px;" type="text"/> / <input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 30px; height: 20px;" type="text"/> Min.	<input style="width: 100%; height: 25px;" type="text"/>	<input style="width: 30px; height: 25px;" type="text"/>	<input style="width: 100%; height: 25px;" type="text"/>	<input style="width: 30px; height: 25px;" type="text"/>
8 <input style="width: 20px; height: 20px;" type="text"/> / <input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 30px; height: 20px;" type="text"/> Min.	<input style="width: 100%; height: 25px;" type="text"/>	<input style="width: 30px; height: 25px;" type="text"/>	<input style="width: 100%; height: 25px;" type="text"/>	<input style="width: 30px; height: 25px;" type="text"/>
9 <input style="width: 20px; height: 20px;" type="text"/> / <input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 30px; height: 20px;" type="text"/> Min.	<input style="width: 100%; height: 25px;" type="text"/>	<input style="width: 30px; height: 25px;" type="text"/>	<input style="width: 100%; height: 25px;" type="text"/>	<input style="width: 30px; height: 25px;" type="text"/>
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11 <input style="width: 20px; height: 20px;" type="text"/> / <input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 30px; height: 20px;" type="text"/> Min.	<input style="width: 100%; height: 25px;" type="text"/>	<input style="width: 30px; height: 25px;" type="text"/>	<input style="width: 100%; height: 25px;" type="text"/>	<input style="width: 30px; height: 25px;" type="text"/>
12 <input style="width: 20px; height: 20px;" type="text"/> / <input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 30px; height: 20px;" type="text"/> Min.	<input style="width: 100%; height: 25px;" type="text"/>	<input style="width: 30px; height: 25px;" type="text"/>	<input style="width: 100%; height: 25px;" type="text"/>	<input style="width: 30px; height: 25px;" type="text"/>
13 <input style="width: 20px; height: 20px;" type="text"/> / <input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 30px; height: 20px;" type="text"/> Min.	<input style="width: 100%; height: 25px;" type="text"/>	<input style="width: 30px; height: 25px;" type="text"/>	<input style="width: 100%; height: 25px;" type="text"/>	<input style="width: 30px; height: 25px;" type="text"/>

I, the Employee, certify that the total travel time shown above was transit time only to travel between my Consumers' residences to deliver services. I certify the total travel time does not include disallowed activities (eating, getting fuel, performing errands, etc). False information or misrepresentation constitutes fraud.

Employee Signature: _____

Date:

MM

 /

DD

 /

YY

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

Fax: 1-855-486-7246

Email: cdmts@consumerdirectcare.com

18664

office review



Rev 6/19/17

