Make sure your timesheet is filled out completely and correctly. All entries must be printed neatly inside the boxes, without touching any border (see examples below). AM/PM bubbles must be filled completely. If letters or numbers are not within the boxes, or are not readable, payment may be delayed. Each shift worked must include Service Date, Time In with AM/PM, Time Out with AM/PM, and Service Code.

Fill circles like this: ● ● ● ●	**Not like this:**	
Fill boxes like this: A B C 1 2 3	**Not like this:** ABC 12 3

1. Employee Name. Print Employee's Name.

2. Employee ID. First seven digits of employee ID number.

3. Member Name. Print Member's Name.

4. Member ID. Seven-digit member ID number.

5. Sunday that Started this pay period. The date of the Sunday at the beginning of the pay period, in MM/DD/YY format. For example, if the first day of the week you worked was Tuesday, 11/15/16, then this would be **11/13/16**.

6. Service Date. The date services were provided, in MM/DD format.

7. Time In. The time your shift began, in **HH:MM** format. Choose **AM** or **PM** by filling in the correct bubble.

8. Time Out. The time your shift ended, in **HH:MM** format. Choose **AM** or **PM** by filling in the correct bubble.

9. Service Code. The code for the service you performed each shift. Choose service code by filling in the correct bubble.

10. Hospitalization. Answer "yes" if the member was in the hospital or any other institution during this week and explain.

11. Employee Signature.

13. Member Signature.

12. Employee Signature Date. In MM/DD/YY format. This must be **on or after** the last day worked

14. Member Signature Date. In MM/DD/YY format. This must be **on or after** the last day worked