

# 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 instructions.**

**Service Code: SHOWUP**  
**CDMT ID: 1029403**

**Employee Name (Please Print)**

**Employee ID**

**Sunday that started this work week.**







 / 
  / 
 

MM                  DD                  YY

Service Date (MM/DD)	Start Time	End Time	Member Initials	Comments
1 <input style="width: 20px; height: 20px;" type="text"/> / <input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/> : <input style="width: 20px; height: 20px;" type="text"/> <input type="radio"/> AM <input type="radio"/> PM	<input style="width: 20px; height: 20px;" type="text"/> : <input style="width: 20px; height: 20px;" type="text"/> <input type="radio"/> AM <input type="radio"/> PM	<input style="width: 40px; height: 20px;" type="text"/>	
2 <input style="width: 20px; height: 20px;" type="text"/> / <input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/> : <input style="width: 20px; height: 20px;" type="text"/> <input type="radio"/> AM <input type="radio"/> PM	<input style="width: 20px; height: 20px;" type="text"/> : <input style="width: 20px; height: 20px;" type="text"/> <input type="radio"/> AM <input type="radio"/> PM	<input style="width: 40px; height: 20px;" type="text"/>	
3 <input style="width: 20px; height: 20px;" type="text"/> / <input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/> : <input style="width: 20px; height: 20px;" type="text"/> <input type="radio"/> AM <input type="radio"/> PM	<input style="width: 20px; height: 20px;" type="text"/> : <input style="width: 20px; height: 20px;" type="text"/> <input type="radio"/> AM <input type="radio"/> PM	<input style="width: 40px; height: 20px;" type="text"/>	
4 <input style="width: 20px; height: 20px;" type="text"/> / <input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/> : <input style="width: 20px; height: 20px;" type="text"/> <input type="radio"/> AM <input type="radio"/> PM	<input style="width: 20px; height: 20px;" type="text"/> : <input style="width: 20px; height: 20px;" type="text"/> <input type="radio"/> AM <input type="radio"/> PM	<input style="width: 40px; height: 20px;" type="text"/>	
5 <input style="width: 20px; height: 20px;" type="text"/> / <input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/> : <input style="width: 20px; height: 20px;" type="text"/> <input type="radio"/> AM <input type="radio"/> PM	<input style="width: 20px; height: 20px;" type="text"/> : <input style="width: 20px; height: 20px;" type="text"/> <input type="radio"/> AM <input type="radio"/> PM	<input style="width: 40px; height: 20px;" type="text"/>	
6 <input style="width: 20px; height: 20px;" type="text"/> / <input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/> : <input style="width: 20px; height: 20px;" type="text"/> <input type="radio"/> AM <input type="radio"/> PM	<input style="width: 20px; height: 20px;" type="text"/> : <input style="width: 20px; height: 20px;" type="text"/> <input type="radio"/> AM <input type="radio"/> PM	<input style="width: 40px; height: 20px;" type="text"/>	
7 <input style="width: 20px; height: 20px;" type="text"/> / <input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/> : <input style="width: 20px; height: 20px;" type="text"/> <input type="radio"/> AM <input type="radio"/> PM	<input style="width: 20px; height: 20px;" type="text"/> : <input style="width: 20px; height: 20px;" type="text"/> <input type="radio"/> AM <input type="radio"/> PM	<input style="width: 40px; height: 20px;" type="text"/>	
8 <input style="width: 20px; height: 20px;" type="text"/> / <input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/> : <input style="width: 20px; height: 20px;" type="text"/> <input type="radio"/> AM <input type="radio"/> PM	<input style="width: 20px; height: 20px;" type="text"/> : <input style="width: 20px; height: 20px;" type="text"/> <input type="radio"/> AM <input type="radio"/> PM	<input style="width: 40px; height: 20px;" type="text"/>	
9 <input style="width: 20px; height: 20px;" type="text"/> / <input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/> : <input style="width: 20px; height: 20px;" type="text"/> <input type="radio"/> AM <input type="radio"/> PM	<input style="width: 20px; height: 20px;" type="text"/> : <input style="width: 20px; height: 20px;" type="text"/> <input type="radio"/> AM <input type="radio"/> PM	<input style="width: 40px; height: 20px;" type="text"/>	
10 <input style="width: 20px; height: 20px;" type="text"/> / <input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/> : <input style="width: 20px; height: 20px;" type="text"/> <input type="radio"/> AM <input type="radio"/> PM	<input style="width: 20px; height: 20px;" type="text"/> : <input style="width: 20px; height: 20px;" type="text"/> <input type="radio"/> AM <input type="radio"/> PM	<input style="width: 40px; height: 20px;" type="text"/>	
11 <input style="width: 20px; height: 20px;" type="text"/> / <input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/> : <input style="width: 20px; height: 20px;" type="text"/> <input type="radio"/> AM <input type="radio"/> PM	<input style="width: 20px; height: 20px;" type="text"/> : <input style="width: 20px; height: 20px;" type="text"/> <input type="radio"/> AM <input type="radio"/> PM	<input style="width: 40px; height: 20px;" type="text"/>	
12 <input style="width: 20px; height: 20px;" type="text"/> / <input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/> : <input style="width: 20px; height: 20px;" type="text"/> <input type="radio"/> AM <input type="radio"/> PM	<input style="width: 20px; height: 20px;" type="text"/> : <input style="width: 20px; height: 20px;" type="text"/> <input type="radio"/> AM <input type="radio"/> PM	<input style="width: 40px; height: 20px;" type="text"/>	
13 <input style="width: 20px; height: 20px;" type="text"/> / <input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/> : <input style="width: 20px; height: 20px;" type="text"/> <input type="radio"/> AM <input type="radio"/> PM	<input style="width: 20px; height: 20px;" type="text"/> : <input style="width: 20px; height: 20px;" type="text"/> <input type="radio"/> AM <input type="radio"/> PM	<input style="width: 40px; height: 20px;" type="text"/>	

I certify that I was scheduled to perform services for a Member starting at the time(s) shown above. The Member was unavailable or refused services during the scheduled shift and I waited at least the required amount of time before departing. The shift was not cancelled ahead of time. Falsification of this time sheet is considered fraud and may result in dismissal from the program and/or criminal prosecution.

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

 / 
  / 
 

**Employee Signature:** \_\_\_\_\_

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

**Fax:** 1-855-486-7246

**Email:** [cdmts@consumerdirectcare.com](mailto:cdmts@consumerdirectcare.com)

17798



# 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>.
- **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:

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>03/12</del>		:		<input type="radio"/> AM		:		<input type="radio"/> AM
10	04/01	02	:	15	<input type="radio"/> AM		:	15	<input checked="" type="radio"/> PM



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

1	03/09	<del>09</del>	:	00	<input type="radio"/> AM		:	00	<input checked="" type="radio"/> PM
2	03/09	04	:	00	<input type="radio"/> AM		:	30	<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.

