

Timesheet

2

Program: Model

1

Joe Smith

P-R-I-N-T Employee Name:

Address Change?

Period Dates:

5 / 8 / 2016 to 5 / 21 / 2016

CDI Contact:

Coordinator and Phone Number

Participant:

Client Name

Week 1	All Shifts must be listed with AM or PM				Hours	Code
SUN	7:00	(am) / pm	9:00	(am) / pm	5	
	5:00	am / (pm)	8:00	am / (pm)		
MON	7:00	(am) / pm	9:00	(am) / pm	2	
		am / pm		am / pm		
TUE	7:00	(am) / pm	9:00	(am) / pm	2	
		am / pm		am / pm		
WED	7:00	(am) / pm	9:00	(am) / pm	2	
		am / pm		am / pm		
THUR	7:00	(am) / pm	9:00	(am) / pm	2	
		am / pm		am / pm		
FRI	7:00	(am) / pm	9:00	(am) / pm	2	
		am / pm		am / pm		
SAT		am / pm		am / pm		
		am / pm		am / pm		

Total Weekly Hours (Max of 40 hrs scheduled per wk)

4

15

Week 2	All Shifts must be listed with AM or PM				Hours	Code
SUN		am / pm		am / pm		
		am / pm		am / pm		
MON	7:00	(am) / pm	9:00	(am) / pm	2	
		am / pm		am / pm		
TUE	7:00	(am) / pm	9:00	(am) / pm	2	
		am / pm		am / pm		
WED	7:00	(am) / pm	9:00	(am) / pm	2	
		am / pm		am / pm		
THUR	7:00	(am) / pm	9:00	(am) / pm	2	
		am / pm		am / pm		
FRI	7:00	(am) / pm	9:00	(am) / pm	2	
		am / pm		am / pm		
SAT		am / pm		am / pm		
		am / pm		am / pm		

Total Weekly Hours (Max of 40 Hrs scheduled per week)

10

Was there an "OVERNIGHT" hospitalization, nursing home, incarceration or mental health facility stay in this period? YES NO

If Yes, hours CANNOT be worked by employees on date of admit or during their stay. Hours can be worked on the date of discharge.

Date of Admit: 5/14/16 Date of Discharge: 5/15/16

Options for Submitting Your Timesheets (Due Mondays)

Toll Free Fax: 1-888-400-3238 Mail: Consumer Directions
 E-Mail: Payroll@yourfse.com 425 E St. Germain St Suite 200
 Questions: Call your CDI Contact Saint Cloud, MN 56304

By signing, you certify that these hours are true and actual hours worked; inclusive of all hours worked in this period.

! WARNING ! Lying, Altering or falsifying this timesheet is fraud and a federal offense and you will be prosecuted

Employee

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Joe Smith

Participant/Rep

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Client or Managing Party

Office Use Only

Description	Rate of Pay	Total Hours
Personal Assistance	12.50	25