



## SAMPLE TIMESHEET – TIME IN/TIME OUT

I understand as a condition of my employment; I must adhere to the scheduled hours allocated to the consumer for whom I provide care. In the event a budget is modified, ExpertCare Management Services is the only party that can authorize a change in your employee work schedule. Violation of this policy will result in disciplinary action up to and including termination. **Caregiver:** Please fill in completely. Keep a copy for yourself. The ExpertCare copy of the completed timesheet **must be received in our office by 8:00am on Monday, regardless of a holiday.** Failure to turn in your timesheet by the deadline will result in delay of pay until the next pay date.

Week Ending	Consumer (Please Print)	Caregiver (Please Print)	CMH Case #
6/8/2019	Jane Smith	Jennifer Doe	12345

*(Always Saturday's Date)*

	Sun	Mon	Tues	Wed	Thurs	Fri	Sat	Week Total
<b>Date:</b>	6/2/19	6/3/19	6/4/19	6/5/19	6/6/19	6/7/19	6/8/19	
CLS-Time In	X	X	4:00PM	X	7:00AM   4:00PM	X	X	
CLS-Time out	X	X	8:30PM	X	9:00AM   7:00PM	X	X	
<b>CLS Total</b>			4.5		2   3			9.5
Respite Time In	X	X	8:30PM	X	7:00PM	8:00PM	12:00AM	
Respite Time Out	X	X	11:00PM   11:30PM	X	8:00PM	12:00AM	1:00AM	
<b>Respite Total</b>			2.5		1	4	1	9

I attest, under the penalty of perjury, I have worked the hours declared above and they are true, correct and compliant with Federal and State Funds. Signatures are not to be copied from a previous timesheet and must be the original signatures. Consumers, by signing this timesheet you attest that all information is accurate. No whiteout or pre-signed timesheets will be accepted. Timesheets must reflect actual hours worked.

**Caregiver's Signature:** Jennifer Doe **Title:** Caregiver **Date:** 6/8/2019

**Last 4 Digits of Social Security:** 6789

**Authorized Consumer Signature (Guardian – if guardian is onsite):** Linda Smith **Date:** 6/8/2019

**Printed Name of Authorized Signer:** Linda Smith **Relationship to Consumer:** Mom

### Important to Remember-

- Submit timesheets on-time on a weekly basis to ExpertCare.
- Timesheets need Guardian signature and Guardian initials for any corrections/ mistakes.
- Timesheets need to be submitted with CLS/ Respite notes or Individual progress notes.
- Call ExpertCare to request copies of timesheets or note pages.
- Complete your timesheet in blue or black ink. Never use whiteout for a correction.