TIME SHEET INSTRUCTIONS



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.

Fill circles like this:

Not like this: 🕅 🔯 🚳

Fill boxes like this: ABC123

Not like this: ABC 1221

These items must be completed for your timesheet to be processed:

- **Employee Name**
- **Employee ID (first 7 digits)**
- **Client Name**
- Client ID (7 digits)
- **Case Notes**
- **Employee Signature & Date**
 - Must be dated on or after the last day worked and filled in by the employee at the time of signing.
- **Client Signature & Date**
 - Must be dated on or after the last day worked and filled in by the client at the time of signing.

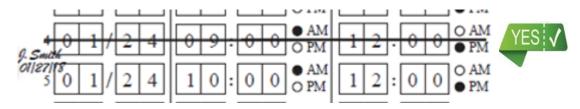
Each line of time must include:

- Service Date
- Time In
- Time Out
- Task(s) Worked

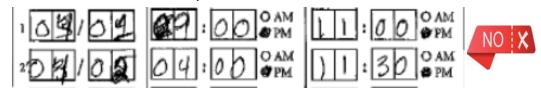
Please continue on a second timesheet if you run out of room on the first. Bold items on the list to the left must also be filled in on the second form.

Making Corrections

Cross out the incorrect line, sign and date the error. Rewrite the information on the next blank line like this:



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



For best results use **BLACK** ink