


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: <table border="1"><tr><td>A</td><td>B</td><td>C</td><td>1</td><td>2</td><td>3</td></tr></table>	A	B	C	1	2	3	Not like this: <table border="1"><tr><td>ABC</td><td>12</td><td>3</td></tr></table>	ABC	12	3
A	B	C	1	2	3					
ABC	12	3								


<p>These items must be completed for your timesheet to be processed:</p> <ul style="list-style-type: none"> • Employee Name • Employee ID (first 7 digits) • Client Name • Client ID (7 digits) • Case Notes • Employee Signature & Date <ul style="list-style-type: none"> ○ Must be dated on or after the last day worked and filled in by the employee at the time of signing. • Client Signature & Date <ul style="list-style-type: none"> ○ Must be dated on or after the last day worked and filled in by the client at the time of signing. 	<p>Each line of time must include:</p> <ul style="list-style-type: none"> • Service Date • Time In • Time Out • Task(s) Worked <p>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.</p>
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Making Corrections

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

4	0	1	/	2	4	:	0	9	:	0	0	●	AM	○	PM	1	2	:	0	0	○	AM	●	PM	
	0	1	/	2	4	:	1	0	:	0	0	●	AM	○	PM	1	2	:	0	0	○	AM	●	PM	

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

1	0	9	/	0	9	:	0	0	○	AM	●	PM	1	1	:	0	0	○	AM	●	PM			
	2	0	/	0	2	:	0	4	:	0	0	○	AM	●	PM	1	1	:	3	0	○		AM	●

For best results use **BLACK** ink