

Portal & Training Documentation

For the week of service, timesheets are due the following Monday by 5:00 PM if faxed or dropped off, and postmarked by Monday if mailed. Timesheets are due every week. 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.

Employee Name (Please Print)

Employee ID

Sunday that started your work week

 / /
MM DD YY

Client Name (Please Print)

Client ID

Service Codes

PORTAL= Portal to Portal TRAINING = Training

	Service Date		Time In			Time Out			Service Code	
	Month (MM)	Day (DD)	HH	MIN	Rounded to nearest 15 minutes	HH	MIN		PORTAL	TRAINING
1					00 ☐ 15 ☐ AM ☐ 30 ☐ 45 ☐ PM			00 ☐ 15 ☐ AM ☐ 30 ☐ 45 ☐ PM	☐	☐
2					00 ☐ 15 ☐ AM ☐ 30 ☐ 45 ☐ PM			00 ☐ 15 ☐ AM ☐ 30 ☐ 45 ☐ PM	☐	☐
3					00 ☐ 15 ☐ AM ☐ 30 ☐ 45 ☐ PM			00 ☐ 15 ☐ AM ☐ 30 ☐ 45 ☐ PM	☐	☐
4					00 ☐ 15 ☐ AM ☐ 30 ☐ 45 ☐ PM			00 ☐ 15 ☐ AM ☐ 30 ☐ 45 ☐ PM	☐	☐
5					00 ☐ 15 ☐ AM ☐ 30 ☐ 45 ☐ PM			00 ☐ 15 ☐ AM ☐ 30 ☐ 45 ☐ PM	☐	☐
6					00 ☐ 15 ☐ AM ☐ 30 ☐ 45 ☐ PM			00 ☐ 15 ☐ AM ☐ 30 ☐ 45 ☐ PM	☐	☐
7					00 ☐ 15 ☐ AM ☐ 30 ☐ 45 ☐ PM			00 ☐ 15 ☐ AM ☐ 30 ☐ 45 ☐ PM	☐	☐
8					00 ☐ 15 ☐ AM ☐ 30 ☐ 45 ☐ PM			00 ☐ 15 ☐ AM ☐ 30 ☐ 45 ☐ PM	☐	☐
9					00 ☐ 15 ☐ AM ☐ 30 ☐ 45 ☐ PM			00 ☐ 15 ☐ AM ☐ 30 ☐ 45 ☐ PM	☐	☐
10					00 ☐ 15 ☐ AM ☐ 30 ☐ 45 ☐ PM			00 ☐ 15 ☐ AM ☐ 30 ☐ 45 ☐ PM	☐	☐
11					00 ☐ 15 ☐ AM ☐ 30 ☐ 45 ☐ PM			00 ☐ 15 ☐ AM ☐ 30 ☐ 45 ☐ PM	☐	☐
12					00 ☐ 15 ☐ AM ☐ 30 ☐ 45 ☐ PM			00 ☐ 15 ☐ AM ☐ 30 ☐ 45 ☐ PM	☐	☐

Training purpose(s): ☐ Med Admin Course ☐ Retraining ☐ Other (detail below)

CDCN Rep Signature: _____ *CDCN Rep note retraining in CRM

I, the employee, certify the hours above are accurate and true.

Employee Signature: _____

Date / /

Email: INFOCDAK@consumerdirectcare.com

Fax: 1-800-349-0704 Phone: 1-888-900-7962

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