



# Instructions for Completing Timesheet

## (Senior Care Act)

Complete the consumer's name, your name, and pay period dates where indicated on the timesheet.

Enter **all** of the days of the pay period in the "Date" column using the format mm/dd/yyyy (mm = month; dd = day; yyyy = year). Pay periods are as follows: 1<sup>st</sup> –15<sup>th</sup> and 16<sup>th</sup> thru the end of the month. Workweeks run Sunday through Saturday.

Enter all duties provided the day worked using the "Legend" at the right. For example, if you performed the duties of bathing, toileting and meal preparation, write A, C and G in the "Duties Provided" column.

Enter the start time for each day worked in the "Start Time" and the end time for each day worked in the "End Time" columns. Circle AM or PM as appropriate.

Enter the total hours worked for each day in the "Total Hours" column.

At the end of each workday, you will initial in the "Attendant Initials" column for the work completed.

At the end of each workday, Consumer is to initial in the "Consumer Initials" column that the work listed was completed.

At the end of the semi-monthly pay period, enter the total the number of hours worked in the "Pay Period Total" box.

You must sign and date the timesheet to verify the hours that you worked.

The consumer must also sign and date the timesheet to confirm that you worked the hours.

### **Frequently asked questions:**

***Can we sign the timesheet before we fill it in?*** No, absolutely not. Your signature verifies the hours listed were actually worked. This is for your safety and security.

***What happens if the timesheet isn't filled out correctly or doesn't have both signatures?*** Your timesheet may be returned to you for correction, which could delay payment.

***When should timesheets be turned in to Three Rivers?*** Timesheets for the first part of the month, 1<sup>st</sup> – 15<sup>th</sup>, must be received by Three Rivers by 12 Noon on the 19th of the month. Timesheets for the second part of the month, 16<sup>th</sup> thru the end of the month, must be received by Three Rivers by 12 Noon on the 4<sup>th</sup> of the following month.

***When does the PA get paid?*** Pay days are the 10th and 25<sup>th</sup> of each month.

***How will the Personal Attendant receive their check?*** Three Rivers pays by Direct Deposit or Payroll Card.

### **General Employment Information:**

Overtime, more than 40 hours per week must be approved by Three Rivers in advance.

Immediately notify the payroll department & the counselor of changes to the consumer's routine, such as hospitalizations, vacations, etc., and indicate the consumer's absence on the timesheet. If the consumer is unable to contact the counselor, you should do so. You cannot clock-in for any time while a consumer is not in their home.

Work-related incidents that result in, or may result in injury to you or the consumer, must be reported to Three Rivers within 24 hours of occurrence. You will be given information on procedures to follow for work related injuries.

Submit a copy of your new social security card documenting proof of any name change.

Three Rivers will comply with all garnishment or wage withholding orders as received by a court ordered authority. Three Rivers will deduct an administrative fee of \$5.00 per garnishment from each paycheck, not to exceed \$20 per month, in addition to the garnished amount.

### **Address and/or Phone Number Change for Personal Attendant: (print)**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Effective Date: \_\_\_\_\_