

TIMESHEET INSTRUCTIONS

Please follow the "PAY SCHEDULE" provided to you:

- 1) Please make sure to use the time sheet for the appropriate pay cycle. There are separate separate time sheets for each pay cycle.
- 2) **The month needs to be filled in at the top of the timesheet.**
- 3) When faxing the timesheet, fax only the front side. The back side of the timesheet does not need to be faxed to LINK.
- 4) Please mail timesheets to arrive in our office by the date listed on the "PAY SCHEDULE".
- 5) Timesheets submitted after the deadline will be paid with the next pay period.
- 6) **DSW's CANNOT be paid while consumer is in hospital.**
Consumer and/or DSW MUST contact LINK any time a consumer is hospitalized.
- 7) **All times must include AM or PM.**

When your supply of timesheets is low, please send a note with your current timesheets requesting more. Be sure to put the consumer's name and address on the note, as this is where they will be sent.

Knowingly submitting timesheets with false information is fraud and consumers and/or Direct Support Workers can be prosecuted.

Services may be discontinued to any consumer who knowingly submits false time sheets.

Consumers are responsible to ensure the plan of care is strictly followed. Do not have DSW's exceed the allotted hours on the Plan of Care.

DSW'S CANNOT WORK OVER 40 HOURS PER WEEK!

ALL DSW's MUST BE 18 YEARS OF AGE OR OLDER!