

## IDAHO TIME SHEET INSTRUCTIONS Self Direction Program

Please make sure that the time sheet is filled out completely and correctly. Everything that is written on the form must be written on the lines or in the boxes. If the letters or numbers cannot be read, Consumer Direct cannot process the time sheet. **TIME SHEETS THAT ARE NOT COMPLETE AND ACCURATE WILL NOT BE PAID.** The time sheet will be returned to the Participant to correct when:

- ▶ There is an error on the time sheet.
- ▶ When any information is missing (there are blanks on the time sheet).
- ▶ The time sheet cannot be read (the writing is too messy)

If the time sheet is returned to be corrected, the time sheet could miss the time sheet deadline. If the time sheet misses the deadline, **THEN THE EMPLOYEE WILL NOT BE PAID ON TIME.** The payment to the employee will wait until the next pay period (the following two week period).

To complete the time sheet:

1. Write the employee's name (first name, last name)
2. Write the Employee Identification number (Consumer Direct assigned this number when the employee enrolled)
3. Write the Participant's (Employer's) name (first name, last name)
4. Write the Participant's (Employer's) Identification number (Consumer Direct assigned this number when the Participant enrolled)
5. The Employee signs and dates the blanks in the box to state that the services were delivered on the dates listed on the time sheet. **The date must be on or after the last shift worked.** If the time sheet "date signed" is too early (before the last shift worked) the time sheet will be returned to the Participant for correction. The employee also agrees that the services were included in the Participant-Community Support Worker Employment Agreement.
6. The Participant signs and dates the blanks in the box to state that the services were delivered on the dates listed on the time sheet. He/she also agrees that the services were included in the Participant-Community Support Worker Employment Agreement.
7. Service Date: Write the date (the month, day and year) the employee worked
8. Check-In Time: Write the time the employee began working. Fill in AM or PM to show when the time started. (noon = 12 PM, midnight = 12 AM).
9. Check-Out Time: Write the time the employee finished working. Fill in AM or PM to show when the employee stopped working. (noon = 12 PM, midnight = 12 AM)
10. Service: Write the Service code. Use the following letter code for services:
  - a. SBS, SB2, SB3 = Support Broker Support
  - b. PSS, PS2, PS3 = Personal Support
  - c. JSS, JS2, JS3 = Job Support
  - d. TSS, TS2, TS3 = Transportation Support
  - e. LSS, LS2, LS3 = Learning Support
  - f. RSS, RS2, RS3 = Relationship Support
  - g. ESS, ES2, ES3 = Emotional Support
  - h. SNS, SN2, SN3 = Skilled Nursing Support

**Use the “2” or “3” as part of the service code ONLY when the employee is being paid more than one rate of pay for each service code. Please see the Employment Agreement Instructions for an explanation about this.**

11. DO NOT record more than 24 hours of time worked on one day (date).
12. DO NOT record more than 1 service code for the same hours worked. For example, an employee cannot write that they worked: The employee cannot be paid for providing 2 services at the same time. For example:

<u>Service Date</u>	<u>Check-In Time</u>	<u>Check-Out Time</u>	<u>Service</u>
2/20/2008	1:00 PM	4:00 PM	PSS
2/20/2008	3:30 PM	4:00 PM	TSS

Other important information about time sheets:

1. Time sheets must be submitted **every two weeks** by the date indicated on the Payroll Schedule. The Payroll Schedule indicates when they are due. A late time sheet may result in late payment to the employee.
2. Time sheets can be faxed, mailed or dropped off any time during the pay period (after the last shift worked). It must be submitted by the date indicated on the Payroll Schedule.
3. Time sheets can be mailed or faxed to Consumer Direct at:

Consumer Direct  
40 West Franklin Road, Ste. C  
Meridian, Idaho 83642-2992

Toll Free Fax: 1-877-898-0417  
Fax: (208) 898-0417

If you prefer, you can drop off time sheets at the Consumer Direct office Monday - Friday, 8:00 - 5:00 (during work hours) or use our drop box (mail slot) after hours

**Remember, keep a copy of the time sheet when you send or fax it (or drop it off). Also keep a copy of the verification (the report) from the fax machine that shows your fax went through OK.**

4. More time sheets can be requested by mail (at the above address), by fax (at the above fax number) or by telephone. The Consumer Direct toll free telephone number is: 1-888-898-0470.