

A Separate Timesheet Must Be Completed For Each Attendant

1. Marking Instructions: For the best accuracy, please:
 - a. Write in Blue or Black Pen Only.
 - b. Write numbers as large and legible as possible, without touching sides of boxes.
 - c. Mark circles by filling them in like this:  (Do not check  or "X"  them.)
 - d. When recording hours and minutes in the Total Hours column, be sure to use hours plus quarter hours.
Example: 8:00 AM to 10:15 PM is 2.25 (not 2 1/2 or 2.30)

2. Mail, fax, email or deliver this **signed** timesheet by the appropriate due date for your pay period (see payroll schedule). Incomplete or illegible timesheets, or timesheets not signed by both the Member and the Attendant, will be returned. Please *do not send the timesheet twice*. Be sure to keep a copy of the timesheet for the Member's records.

3. Record the Member and Attendant information.
 - a. Write your **ACES\$ MEMBER ID** (combination of letters and numbers) and **Member's Name**.
 - b. Write the **Attendant's Name** and the **ACES\$ ATTENDANT ID**.

4. Record the Pay Period Start Date and End Date in mm/dd/yy format. Pay period is Thursday - Wednesday.

5. Enter the time worked, indicating the time worked on each day, making sure to put "in" and "out" times.
 - a. There is one line of boxes per day to record the hours and minutes worked, with circles to record AM or PM.
The time the Attendant started - "Check In" - should be written in hours and minutes (8:00), and the circle for AM or PM should be filled in completely.
The time the Attendant left - "Check Out" - should be recorded (10:15) and the circle for AM or PM should be filled in. The total time for the shift should be recorded in hours and quarter hours. In this example, the total time for an 8:00 AM - 10:15 AM shift should be recorded in hours and quarter hours as 2.25.
 - b. If the Attendant came back and worked more hours later the same day, that information should be recorded on a separate row for the same day.
 - c. Each row must be filled in with a valid service code - A or R, for Attendant or Respite services.
 - d. If you need multiple pages, please write page numbers (Page 1, Page 2) in the fields provided
 - e. For Time worked over Midnight:
Please record time worked between 12:00 AM (midnight) and 6:00 AM, under AM hours. Please split AM and PM hours correctly. If an Attendant provides services from Wednesday 10:00 PM through Thursday morning at 2:00 AM, then the two hours from 10:00 PM to 12:00 AM (midnight) are *PM hours* on Wednesday and the two hours from 12:00 AM (midnight) to 2:00 AM are *AM hours* on Thursday. (You will be starting a new week.)

Day of Month	Check-In <small>HH:MM</small>	Check-Out <small>HH:MM</small>	Total Hours <small>HH.HH</small>
11	8:00 <input checked="" type="radio"/> AM <input type="radio"/> PM	10:15 <input checked="" type="radio"/> AM <input type="radio"/> PM	2.25

6. Total your Attendant's time for the column.
When totaling hours per column, be sure it is in whole hours and quarter hours. (2.25 plus 1.25 equals 3.50 hours)