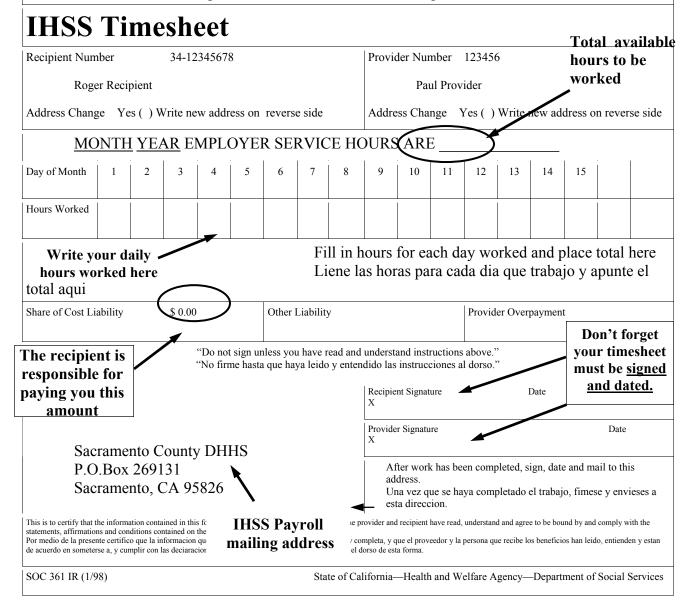
In-Home Supportive Services Provider Information

Timesheets - Two pay periods per month - ○ 1st - 15th - ○ 16th - end of month - Timesheets are due on or after the last day worked in the pay period. Timesheets submitted before the last day worked will be returned Please see sample timesheet on the next page Rate of pay - \$10.40 per hour - Pay stubs - keep for your records - Attached timesheet - use for next pay period - You will receive your paycheck approximately 10 days after the Payroll department received your timesheet - Information regarding the issuance of your paycheck will be available after the 10-day payroll processing period - Monday - Friday, 9:00 a.m 4:00 p.m ○ 9750 Business Park Drive - Due to staff availability, walk-ins will be seen from 9:00 a.m 4:00 p.m. Monday - Friday and may be subject to a considerable wait - (916) 874-9805 (Payroll Help Desk) - To talk with Payroll staff, call between 9:00 a.m 4:00 p.m. Monday - Friday - Write name, address, and/or telephone number changes or corrections on your timesheet, complete an Address Change Request form at our office, or - Call the Payroll Help Desk at 874-9805 with any additional questions		
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Initial and replacement timesheets	Other services	•
 Wage Verifications 		Wage Verifications

The timesheet must be completed with the hours you worked and returned to the County IHSS address listed below.

La hoja de horas trabajadas tiene que ser completada con las horas que usted trabajo y debe ser regresada a la dirección del condado para IHSS.



Please make sure that all information is correct!

Write the number of hours you work each day in the "Hours Worked" boxes.

Minutes worked should be written in decimal form. See chart below:

6 minutes = .1 24 minutes = .4 42 minutes = .7 12 minutes = .2 30 minutes = .5 48 minutes = .8 18 minutes = .3 36 minutes = .6 54 minutes = .9 1 hour = 1.0

Example: If you worked 1 hour and 20 minutes, you should write "1.3".

If your timesheet is not completed correctly, it will be returned and your check will be delayed.

Please write clearly, using blue or black ink.