

WHAT TO DO & WHAT NOT TO DO WHEN FILLING OUT YOUR TIMESHEET

PLEASE DO NOT

Do not put leading zeros, slashes, dashes or **any** letters in the boxes. Leave the boxes blank when you're not working.

DO NOT DO THIS				DO THIS			
	Hours		Minutes		Hours		Minutes
1st	0	6	/			6	
2nd		2	--	--		2	
3rd	off	--	0	0			

Do not put two numbers in the same box.

DO NOT DO THIS				DO THIS			
	Hours		Minutes		Hours		Minutes
1st		4/5				4	5
2nd				35		3	5
3rd	10		14		1	0	4

Do not write any abbreviations or words in any of the time entry boxes

DO NOT DO THIS				DO THIS			
	Hours		Minutes		Hours		Minutes
1st	1	hr				1	
2nd			5	min			5
3rd	10	hr	14	min	1	0	4

Do not write hours or minutes sideways in any boxes

DO NOT DO THIS				DO THIS			
	Hours		Minutes		Hours		Minutes
1st		2				2	
2nd			3	0		3	0
3rd		6				6	

If you make a mistake, **do not** write over the error with the correct time, like this.
Call (831) 454-7315 for a replacement timesheet.

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Do not shade in any boxes.



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PLEASE DO NOT

- **Do not** use white-out
- **Do not** make corrections and initial them
- **Do not** put the total hours in any other boxes except in the total boxes
- **Do not** write ***anything*** in boxes containing zeroes
- **Do not** write fractions (like ½) in any boxes. Use whole numbers only.
- **Do not** write anything except numbers in the boxes. No decimal points, semi-colons, slash, #, \$, or any other character.
- **Do not** write on or mark on the timesheet bar code.
- **Do not** cross out or try to change any of the information printed on the timesheet (Provider number, Case Number, Remaining Hours, Timesheet Type, Timesheet Number, or Timesheet Pay Period)
- **Do not** write anything anywhere on the timesheet outside of the time entry boxes and signature boxes. For a change of address, call (831) 454-7315 to get a Change of Address form.
- **Do not** write notes on timesheet.
- **Do not** include notes or any other paper in the timesheet envelope.
- **Do not** attach a separate piece of paper to your timesheet with your hours on it.
- **Do not** fold timesheet
- **Do not** place sticky notes on timesheets
- **Do not** use pencil to fill out or sign timesheets
- **Do not** use red ink to fill out or sign timesheets
- **Do not** use jell pens to fill out or sign timesheets
- **Do not** use glitter pens to fill out or sign timesheets
- **Do not** include staples, paperclips, rubber bands, or other fasteners in envelopes

PLEASE DO

- **Do** call (831) 454-7315 to request a new timesheet if you've made a mistake on your timesheet. You are no longer allowed to change and initial a mistake.
- **Do** make sure the timesheet is right side up when you are filling it out, with the Provider number box at the top of the timesheet.
- **Do** use black ink to fill in timesheets, writing one number in each time entry box, writing as clearly as possible.
- **Do** be sure the timesheet is signed by both the recipient and provider.
- **Do** submit the timesheet at the end of the pay period.
- **Do** call (831) 454-7315 if you need a Change of Address form.