

# Timesheet Dos & Don'ts

If you fill out your timesheet correctly and submit it on time, you will receive your pay within 10 working days. An incorrectly completed or mutilated timesheet, or one sent in too early or too late, will be rejected by data processing. This delays your check.

## *Here are some tips to help you avoid problems.*

- Don't*** cut off ✂ the identification boxes (the place where your name and the name of the client you work for is written) at the top of the timesheet.
- Don't*** attach anything to the timesheet. If you need to write to your Service Support Specialist or Social Worker, send a note ✉ in a separate envelope.
- Don't*** send your timesheet in or date the timesheet before hours are worked.
- Don't*** claim more than 50% of the hours in the first half of the month.



- Do*** use ink ✍ to write the hours worked. Numbers must be readable.
- Do*** sign – and date the timesheet in ink (both you and the client).
- Do*** tear off the “Statement of Earnings and Deductions” before mailing.
- Do*** write the hours worked (no 7s) in the boxes under the dates.
- Do*** send timesheet in, or drop it in our timesheet slot (off of the lower level parking lot from the Church Street entrance to the Eastmont Town Center), as soon as possible after the 15<sup>th</sup> and 30/31<sup>st</sup> of each month.
- Do*** make sure the hours you report for days worked during the pay period are equal to, or less than, the hours authorized for that pay period.

(Form CP – 9)

Alameda County Social Services Agency In-Home Supportive Services – January 2004