

TIMESHEET NOTICE

This is a notice to inform you that time sheets are to be submitted in a timely order. Your timesheet generates your pay check. It is your responsibility to ensure that it is correctly completed and submitted by no later than **11AM EVERY Monday**. Timesheets can be submitted by fax, e-mailing, mailing, or you can drop it off at the office.

Attach to this is a sample completed timesheet to serve as a guide to completing timesheets that would be accepted.

- Complete timesheet with BLACK INK only.
- Incomplete timesheet would not be accepted.
- Timesheets that are late will not be accepted.
- Timesheets that are not signed by the patient will not be accepted.
- Timesheets without the proper dates and time will not be accepted.
- Please note the sections on the bottom right that says "**Daily Pertinent Observation**" and fill out your daily observation of the patient.
- Make sure your name is printed and signed on the bottom.
- You cannot make a copy of an old-time sheet and change the dates for submission.
- You must use a clean blank timesheet every week.
- You must ensure your client signs for your timesheet at the end of your day.
- ❖ Time in and Time out needs to be filled out completed and also the total hour's needs to be written down.
 - Ensure to check off daily treatment or care provided.
 - Fill out the patient name and write the full address of the patient.
 - Timesheet that does not meet all these will not be accepted,
 - Timesheet submitted after 11AM on Monday is considered late and would not be accepted.
 - Time can be added to the next pay period if approved,
 - **It is your duty to call the office right after timesheet is submission to ensure that it has been received.**
 - Timesheet will not be accepted ahead of time.
 - Staff will not be called weekly to be reminded to submit timesheet.
 - If you want to get paid on time, then you must submit timesheets on time.
 - There is no exception.
- ❖ Email humanecarellc@gmail.com
- ❖ Telephone number: 215-203-1955
- Fax number: 215-203-1966**

Thank you for your cooperation! Any questions, please call the office. Thank you