



### How to Fill Out a Timesheet

Here at Pikes Peak Respite Services, we require timesheets be submitted to us by 10am on Monday. Out of the hundred or so contractors who submit timesheets, we usually end up not receiving many of them each week. As a result, our staff ends up having to reach out to everyone on the busiest day of the week. Often it takes so much time to organize timesheets that we have to delay payroll. By not filling out timesheets as instructed, you are not only making it more difficult for us to pay you, but also everyone else. If we have to call you multiple times, it takes valuable time away from our already busy administration staff.

If you submit a timesheet without your full name, dates, parent/guardian initials, or where the numbers are not clear it can be very confusing. We do not have time to add up hour totals or look up your full name in our system. We are not mind readers (yet!) and we do not want to just guess and potentially jeopardize relationships with our clients.

All that being said we greatly value our staff and we want you to succeed. We also want you to get paid. Timesheets are your responsibility. So, until technology catches up, please make all of our lives easier and submit your timesheets filled out correctly and in a timely fashion. If you ever feel confused by any part of the timesheet process, please let us know. We are always happy to help you. Thank you!

Steps to ensuring your time is filled out and submitted correctly.

1. **First and last name** -we often have multiple people with the same name.
2. **The date**- ensure the entire month/day/year is listed.

3. **Time in/out-** No military time. AM/PM must always be delineated. (Often times individual's have 24/7 care and services can not overlap.)
4. **Type of service provided-** The services types are listed at the bottom of each time sheet. If you are providing two different services in the same day, they must be on separate lines.
5. **Parent/ Guardian initials- Timesheets must be initialed at the end of EVERY shift.** If the individual is an adult and their own guardian, they may initial the time sheet. Please ensure you know guardianship status before having an adult sign.
6. **Legible handwriting-** To be able to ensure your pay is accurate, we must be able to read timesheets. If you make a mistake, cross it out and start a new line. Do not scribble out or write over mistakes. Use blue or black ink only.
7. **Clear Pictures-** Before sending in a photo of your time sheet make sure there is proper lighting, it is not blurry, and only the timesheet is in your photo. If timesheets are dark, too far away, etc., it makes it extremely difficult for admin staff to read. (see example)
8. **Timesheets are submitted on time.** Timesheets must be submitted on every Monday by 10 am. Timesheets can be found in the staff portal.