LAKEVIEW SERVICES

Timesheet Policy

All timesheets must be turned in no later than **Thursday 1:00 PM** through CARETAP EVV of the billing week in order for you to receive your paycheck on time. If your timesheets are not turned into the office by **Thursday at 1:00 PM of the billing week, you will be paid for those hours until the payday following your late submission.**

The state does not allow us as the agency to bill for home care services without timesheets. We are requesting that you bring in your timesheets during our billing week. If you do not log in/ou when on shift it is equal as you did not work. If encounter issue when logging in/out please call the office right away to help you resolve issue.

Attached to the policy is a list of the dates and time when your timesheets are due this year. **Again, anyone who fails to follow this policy will not be paid on time.**

Signing this means I have read and understood the statement above. I understand that turning my timesheets late, will result in delayed paycheck.

Print Name (Employee) Date

Signature Date