

## MEMO : Time Sheets

- When doing timesheets please make sure to follow the plan of care that you received for your client.
- If your client refuses any services that are on their plan of care, please make note of it in the discrepancy box on the back of the time sheet located at the bottom right-hand corner.
- Timesheet are processed one week at a time and our weeks begin on Sunday and end on Saturday.
- If you make a mistake on your timesheet, DO NOT scribble it out or try to write over it. Put a solid straight line through the mistake and mark it with your initials. Then put a note in the discrepancy box.
- NO white out or corrective ink.
- All timesheets must be dated for the last day you worked.
- Suggested steps for filling out your timesheet with little to no mistakes:
  - Perform duties required in clients Plan of Care
  - Mark off checks as you perform duties or after you finish.
  - Write in dates and hours you worked
  - Write in all required client information
  - Have client sign and date timesheet
  - You sign and date timesheet