

Region 7 Employee Timesheet Checklist

In order to be paid on time and correctly the following must be filled out on your timesheet each pay period.

- Are the payroll period dates correct? (Always 1st-15th & 16th-30th/31st)
- Have you written your first and last name?
- Is the name of your employer indicated?
- Are the dates of service correct?
- Is the time in/time out recorded correctly?
- If you have more than one service code, are they entered accurately?
 - H2015-CLS
 - T1005-Respite
- Have you totaled the hours correctly?
- Have you initialed each shift?
- Has your employer initialed each shift?
- Have you signed the timesheet?
- Has your employer reviewed and approved your timesheet by signing the bottom of the timesheet?
They must sign their name. NO PHOTOCOPIED SIGNATURES ARE ACCEPTED.

IMPORTANT:

INCORRECT TIMESHEETS WILL NOT BE PROCESSED ON TIME. IT IS YOUR RESPONSIBILITY TO ENSURE YOU HAVE SUBMITTED A CORRECT TIMESHEET.

*Any timesheets that contain errors will be returned to the **employer**.*

If you are overpaid for any reason, we have the authority to immediately reverse funds from your bank account or deduct from future checks.