

## Employer Timesheet Checklist

- Are the payroll period dates correct? (Always 1<sup>st</sup>-15<sup>th</sup> & 16<sup>th</sup>-30<sup>th</sup>/31<sup>st</sup>)
- Has the employee entered their name?
- Is your name listed as the employer?
- Are the dates of service correct?
- Is the time in/time out recorded correctly?
- Do either the dates of service or time in/time out overlap with another employee?
- If you have more than one service code, are they entered accurately?
  - H2015-CLS
  - T1005-Respite
- Has your employee totaled the hours correctly?
- Has the employee signed the timesheet?
- If you have required service notes, have they been completed?
- If all these items are true and correct: Have you signed your name?
- **Any timesheets that contain errors will be returned to you, the employer.**
- **Timesheets are due on the 1<sup>st</sup> & 16<sup>th</sup> of each month. \*If the 1<sup>st</sup> or 16<sup>th</sup> falls on the weekend, the timesheet will be due on Monday.\***