

# WHAT TO DO & WHAT NOT TO DO WHEN FILLING OUT YOUR TIMESHEET

## PLEASE DO NOT

**Do not** put leading zeros, slashes, dashes or **any** letters in the boxes. Leave the boxes blank when you're not working.

		DO NOT DO THIS				DO THIS			
		Hours		Minutes		Hours		Minutes	
1st		0	6	/			6		
2nd			2	--	--		2		
3rd		off	--	0	0				

**Do not** put two numbers in the same box.

		DO NOT DO THIS				DO THIS			
		Hours		Minutes		Hours		Minutes	
1st			4/5				4		5
2nd					35			3	5
3rd		10		14		1	0	1	4

**Do not** write any abbreviations or words in any of the time entry boxes

		DO NOT DO THIS				DO THIS			
		Hours		Minutes		Hours		Minutes	
1st		1	hr				1		
2nd				5	min				5
3rd		10	hr	14	min	1	0	1	4

**Do not** write hours or minutes sideways in any boxes

		DO NOT DO THIS				DO THIS			
		Hours		Minutes		Hours		Minutes	
1st			2				2		
2nd				3	0			3	0
3rd			6				6		

If you make a mistake, **do not** write over the error with the correct time, like this.  
Call (831) 454-7315 for a replacement timesheet.

3
5

**Do not** shade in any boxes.



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### ***PLEASE DO NOT***

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- ***Do not*** use white-out
- ***Do not*** make corrections and initial them
- ***Do not*** put the total hours in any other boxes except in the total boxes
- ***Do not*** write ***anything*** in boxes containing zeroes
- ***Do not*** write fractions (like ½) in any boxes. Use whole numbers only.
- ***Do not*** write anything except numbers in the boxes. No decimal points, semi-colons, slash, #, \$, or any other character.
- ***Do not*** write on or mark on the timesheet bar code.
- ***Do not*** cross out or try to change any of the information printed on the timesheet (Provider number, Case Number, Remaining Hours, Timesheet Type, Timesheet Number, or Timesheet Pay Period)
- ***Do not*** write anything anywhere on the timesheet outside of the time entry boxes and signature boxes. For a change of address, call (831) 454-7315 to get a Change of Address form.
- ***Do not*** write notes on timesheet.
- ***Do not*** include notes or any other paper in the timesheet envelope.
- ***Do not*** attach a separate piece of paper to your timesheet with your hours on it.
- ***Do not*** fold timesheet
- ***Do not*** place sticky notes on timesheets
- ***Do not*** use pencil to fill out or sign timesheets
- ***Do not*** use red ink to fill out or sign timesheets
- ***Do not*** use jell pens to fill out or sign timesheets
- ***Do not*** use glitter pens to fill out or sign timesheets
- ***Do not*** include staples, paperclips, rubber bands, or other fasteners in envelopes

### ***PLEASE DO***

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- ***Do*** call (831) 454-7315 to request a new timesheet if you've made a mistake on your timesheet. You are no longer allowed to change and initial a mistake.
- ***Do*** make sure the timesheet is right side up when you are filling it out, with the Provider number box at the top of the timesheet.
- ***Do*** use black ink to fill in timesheets, writing one number in each time entry box, writing as clearly as possible.
- ***Do*** be sure the timesheet is signed by both the recipient and provider.
- ***Do*** submit the timesheet at the end of the pay period.
- ***Do*** call (831) 454-7315 if you need a Change of Address form.