

Instructions for Paper Timesheets

Sign up for online timesheet entry today by calling us at 866.710.0456 or completing a registration form at <http://palcofirst.com/programs/pennsylvania>. Benefits include:

- ✓ Immediate acknowledgement that Palco received the timesheet.
- ✓ Real-time notifications of any errors.
- ✓ Access to the latest information on the status of the timesheet and payment.
- ✓ Easy-to-use tracking of SSP time.

Use this checklist to ensure the timesheet is not rejected and SSP payment is not delayed.

- Use one timesheet per participant.
- Use one timesheet per service code and modifier combination.
 - Complete multiple timesheets to submit time for multiple service codes.
 - Complete multiple timesheets to submit time for the same service code, but with different modifiers for that service code.
- Line 1: Participant Name is completed.
- Line 2: Participant ID is completed.
 - Found on Palco's welcome or good-to-go notification.
- Line 3: SSP Name is completed.
- Line 4: SSP ID is completed.
 - Found on Palco's welcome or good-to-go notification.
- Line 5a: List the Service Period *From* and *To* dates as they are given on your PA ODP Payroll Schedule in MM-DD-YY format.
 - Do not list the days you are working on Line 5a; this must be the start and end dates of the service period. Please refer to the PA ODP Payroll Schedule for the exact dates.
 - The service period starts on Sunday and ends on Saturday.
- Line 5b: Enter the 4-digit service code.
- Line 5c: Enter the 2-digit service code modifier.

Complete section 5d using the following instructions:

- Locate the week at the top:

5.d. Services Provided											
Week One						Week Two					
Time In		Time Out		Hours		Time In		Time Out		Hours	
h	h	m	m	h	h	m	m	h	h	m	m
Sunday	[]	[]	[]	[]	[]	[]	[]	AM	PM	[]	[]
	[]	[]	[]	[]	[]	[]	[]	AM	PM	[]	[]
	[]	[]	[]	[]	[]	[]	[]	AM	PM	[]	[]
	[]	[]	[]	[]	[]	[]	[]	AM	PM	[]	[]
	[]	[]	[]	[]	[]	[]	[]	AM	PM	[]	[]
	[]	[]	[]	[]	[]	[]	[]	AM	PM	[]	[]

- *Week One = the first Sunday – Saturday period in the service period.*
- *Week Two = the second Sunday – Saturday period in the service period.*

- On the left, locate the appropriate day of the week that you would like to enter time.
- Time In:** Enter the time your shift started in HH:MM format.
 - Write the exact time your shift started. Do not round time here.
- AM/PM:** fill in the circle indicating if the SSP worked in the AM or PM
- Time Out:** Enter the time your shift ended under in HH:MM format.
 - Write the exact time your shift ended. Do not round time here.
- AM/PM:** fill in the circle indicating if the SSP worked in the AM or PM
- Under the Hours column, enter the total time worked in HH:MM format.
 - Total Time must be entered in 15-minute increments per ODP policy (see example below), with the exception of Homemaker/Chore W7283 (requires 1 hour unit increments).
 - Total time for 24-Hour Day Respite service (W9798, W9800, W9799, W9801) must be at least 16.25 hours, up to or equal to 24 hours.
 - Enter the time in minutes – not fractions of hours.
 - **The time must add up correctly in order for the timesheet to be accepted.**

Special Situation: if a SSP works two shifts on a single day. You can enter two different Time In and Out on one timesheet. However, you must enter each shift in a separate line. Many SSPs work with multiple shifts on a single day. If you need to enter more than two In and Out times for the same day, you will need to fill out a second timesheet for the same pay period.

5.d. Services Provided

Week One

	Time In					Time Out					Hours					
	h	h	m	m		h	h	m	m		h	h	m	m		
Sunday	0	5	:	00	AM	PM	1	2	:	00	AM	PM	0	7	:	00
	0	6	:	00	AM	PM	1	0	:	00	AM	PM	0	4	:	00

- Sum the time for Week One. Enter in HH:MM format on the Total Hours-Week One line.

Total Hours - Week One

	1	1	:	0	0
--	---	---	---	---	---

- Time must be entered in 15-minute increments per ODP policy, with the exception of Homemaker/Chore W7283 (requires 1 hour unit increments). Total time for 24-Hour Day Respite service (W9798, W9800, W9799, W9801) must be at least 16.25 hours, up to or equal to 24 hours.
- Enter the time in minutes – not fractions of hours.
- The sum of the hours in the Week One box must equal the sum of all daily hour totals.

- Sum the time for Week Two. Enter in HH:MM format on the Total Hours-Week Two line.

Total Hours - Week Two

0	4	0	:	0	0
---	---	---	---	---	---

- Time must be entered in 15-minute increments per ODP policy, with the exception of Homemaker/Chore W7283 (requires 1 hour unit increments).
 - Total time for 24-Hour Day Respite service (W9798, W9800, W9799, W9801) must be at least 16.25 hours, up to or equal to 24 hours.
 - Enter the time in minutes – not fractions of hours.
 - The sum of the hours in the Week One box must equal the sum of all daily hour totals.
- Line 6a: SSP signs this box.
- Line 6b: SSP dates this box.
- Line 7a: CLE signs this box.
- Line 7b: CLE dates this box.
- All fields are legible. Use dark ink when possible.
- Review timesheet completely: all fields are completed, time is entered accurately for each shift, and Week One and Week Two totals add up to the total time worked.
- Send to Palco **by 5:00 PM EST on the due date (Tuesday after the end of service period).**
- Scan and email a PDF to timesheets@palcofirst.com.
 - Fax to 1.877.859.8757.
 - Mail to Palco, ATTN: Timesheets, P.O. Box 242930, Little Rock, AR 72223.
(Allow five business days before inquiring about your mailed timesheet status.)

Special Scenarios

Overnight Shifts & 24-Hour Respite Care

Shift Crossing Midnight/Spanning Two Days: If the employee's shift spans two days (starting on one day and crossing over midnight to another day), it will be necessary to complete one line for work completed before midnight and another line for work completed after midnight..

For example, if a SSP worked overnight Sunday night from 5:00 PM to Monday 5:00 AM, the SSP will need to enter the Time In as 5:00 PM and Time Out as 11:59 PM for Sunday. For Monday, the SSP will need to enter the Time IN as 12:00 AM and Time Out as 5:00 AM. (See example below):

*Please note that all time ended at 11:59 PM will be rounded up to midnight in the Palco system, even if reflected online as 0.98. For example, in the above example, the hours would reflect online as 6.98, but your paycheck will reflect you were paid 7.00 hours.

5.d. Services Provided

Week One

	Time In						Time Out						Hours			
	h	h	m	m	AM	PM	h	h	m	m	AM	PM	h	h	m	m
Sunday	0	5	0	0	<input type="radio"/>	<input checked="" type="radio"/>	1	1	5	9	<input type="radio"/>	<input checked="" type="radio"/>	0	7	0	0
					<input type="radio"/>	<input type="radio"/>					<input type="radio"/>	<input type="radio"/>				
Monday	1	2	0	0	<input checked="" type="radio"/>	<input type="radio"/>	0	5	0	0	<input checked="" type="radio"/>	<input type="radio"/>	0	5	0	0
					<input type="radio"/>	<input type="radio"/>					<input type="radio"/>	<input type="radio"/>				

Overnight Shift that Crosses Pay Periods.

If a shift starts on the last Saturday of any pay period, and ends on the beginning Sunday of the next pay period. If a 24-Hour Day Respite service (W9798, W9800, W9799, W9801) crosses over midnight into the new pay period an additional timesheet for the next pay period will need to be submitted before the timesheet will clear. This is required because the shift length must be from 16.25 to 24 hours.

For example, if a SSP works on the last Saturday of the pay period from 11:00 PM until 6:00 PM the next day, the SSP will need to enter Time In as 11:00 PM and Time out as 11:59 PM Saturday. A new timesheet will need to be submitted for Sunday from

12:00 AM to 6:00 PM. Please note that the total shift time is 19 hours, meeting the requirement that the shift length must be from 16.25 to 24 hours.

Saturday	1 1 : 0 0	AM <input type="radio"/> PM <input checked="" type="radio"/>	1 1 : 5 9	AM <input type="radio"/> PM <input checked="" type="radio"/>	0 1 : 0 0
		AM <input type="radio"/> PM <input type="radio"/>		AM <input type="radio"/> PM <input type="radio"/>	
Total Hours - Week Two					0 0 1 : 0 0

5.d. Services Provided

Week One

	Time In					Time Out					Hours			
	h	h	m	m		h	h	m	m		h	h	m	m
Sunday	1	2	0	0	AM <input checked="" type="radio"/> PM <input type="radio"/>	0	6	0	0	AM <input type="radio"/> PM <input checked="" type="radio"/>	1	8	0	0
					AM <input type="radio"/> PM <input type="radio"/>					AM <input type="radio"/> PM <input type="radio"/>				

2:1 Services

CLEs must ensure that both SSP's time in and time out matches exactly for each shift and that both SSPs are using matching procedure codes. If not, both timesheets will be rejected and must be resubmitted.

For example, if Joe and Mary work a 2:1 shift with a participant they must both use the same 2:1 procedure code. If Joe submits a timesheet for In-Home and Community Supports W7060 (1:1 procedure code) and Mary submits a timesheet for In-Home and Community Supports W7068 (2:1 procedure code), Mary's timesheet will not be processed because there is no matching 2:1 shift. In order for this to be fixed, Joe's and Mary's timesheet will need to be rejected and a new timesheet with In-Home and Community Supports W7068 (2:1 procedure code) for both SSPs must be submitted.

An example is provided on the next page.

PA ODP Biweekly Timesheet

1. Participant Name Participant Example		2. Participant Identification Number 0 0 0 0 0 0	
3. Support Service Professional (SSP) Name Joe Example		4. SSP Identification Number 0 0 0 0 0 0	
5.a. Service Period From: 09/16/18 To: 09/29/18		5.b. Service Code W 7 0 6 0	
		5.c. Modifier 	

Tired of paper forms?
Visit www.Palcofirst.com to register
for online time entry **TODAY!**

For instructions on completing the
timesheet, visit www.palcofirst.com

5.d. Services Provided

Week One			Week Two		
Time In	Time Out	Hours	Time In	Time Out	Hours
h h m m	h h m m	h h m m	h h m m	h h m m	h h m m
Sunday	12:00	06:00	Sunday		
	AM PM	AM PM		AM PM	AM PM

PA ODP Biweekly Timesheet

1. Participant Name Participant Example		2. Participant Identification Number 0 0 0 0 0 0	
3. Support Service Professional (SSP) Name Joe Example		4. SSP Identification Number 0 0 0 0 0 0	
5.a. Service Period From: 09/16/18 To: 09/29/18		5.b. Service Code W 7 0 6 8	
		5.c. Modifier 	

Tired of paper forms?
Visit www.Palcofirst.com to register
for online time entry **TODAY!**

For instructions on completing the
timesheet, visit www.palcofirst.com

5.d. Services Provided

Week One			Week Two		
Time In	Time Out	Hours	Time In	Time Out	Hours
h h m m	h h m m	h h m m	h h m m	h h m m	h h m m
Sunday	12:00	06:00	Sunday		
	AM PM	AM PM		AM PM	AM PM

PA ODP Biweekly Timesheet

1. Participant Name Participant Example		2. Participant Identification Number 0 0 0 0 0 0	
3. Support Service Professional (SSP) Name Mary Example		4. SSP Identification Number 0 0 0 0 0 0	
5.a. Service Period From: 09/16/18 To: 09/29/18		5.b. Service Code W 7 0 6 8	
		5.c. Modifier 	

Tired of paper forms?
Visit www.Palcofirst.com to register
for online time entry **TODAY!**

For instructions on completing the
timesheet, visit www.palcofirst.com

5.d. Services Provided

Week One			Week Two		
Time In	Time Out	Hours	Time In	Time Out	Hours
h h m m	h h m m	h h m m	h h m m	h h m m	h h m m
Sunday	12:00	06:00	Sunday		
	AM PM	AM PM		AM PM	AM PM