

## Palco Connect Timesheets Report

For instructions on how to view and download this report, please see the Palco Connect Reports Feature instructions found on our website at [www.palcofirst.com](http://www.palcofirst.com).

### What is the Timesheets report?

The timesheet report provides a current and historical view of timesheet entries. It displays a summary of timesheets submitted for all SSPs within the date range selected.

### Report Layout

**REPORTS**

Timesheets

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**TIMESHEETS**

Program: PA\_ODP Participant: [Redacted]

Start Date: 12/09/2018 End Date: 12/22/2018

[Download CSV](#)

PARTICIPANT ID	PARTICIPANT NAME	CLE ID	CLE NAME	SSP ID	SSP NAME	SERVICE CODE	PAY PERIOD BEGIN	PAY PERIOD END	DATE OF SERVICE	TIME IN	TIME OUT	HOURS	DOLLARS	CHECK NUMBER
000002	[Redacted]	000003	[Redacted]	000005	[Redacted]	W1726	2018-12-09	2018-12-22	2018-12-20	19:45	23:15	3.5000	\$45.88	
000002	[Redacted]	000003	[Redacted]	000005	[Redacted]	W1726	2018-12-09	2018-12-22	2018-12-16	07:00	23:00	16.0000	\$209.76	
000002	[Redacted]	000003	[Redacted]	000005	[Redacted]	W1726	2018-12-09	2018-12-22	2018-12-11	19:30	23:00	3.5000	\$45.88	
000002	[Redacted]	000003	[Redacted]	000005	[Redacted]	W1726	2018-12-09	2018-12-22	2018-12-14	16:00	23:00	7.0000	\$91.77	
000002	[Redacted]	000003	[Redacted]	000005	[Redacted]	W1726	2018-12-09	2018-12-22	2018-12-15	20:30	22:00	1.5000	\$19.66	
000002	[Redacted]	000003	[Redacted]	000005	[Redacted]	W1726	2018-12-09	2018-12-22	2018-12-18	16:00	23:15	7.2500	\$95.04	
000002	[Redacted]	000003	[Redacted]	000005	[Redacted]	W1726	2018-12-09	2018-12-22	2018-12-21	16:00	22:00	6.0000	\$78.66	
000002	[Redacted]	000003	[Redacted]	000005	[Redacted]	W1726	2018-12-09	2018-12-22	2018-12-13	19:30	23:00	3.5000	\$45.88	
000002	[Redacted]	000003	[Redacted]	000005	[Redacted]	W1726	2018-12-09	2018-12-22	2018-12-12	18:00	23:00	5.0000	\$65.55	
000002	[Redacted]	000003	[Redacted]	000005	[Redacted]	W1726	2018-12-09	2018-12-22	2018-12-09	07:00	23:00	16.0000	\$209.76	
000002	[Redacted]	000003	[Redacted]	000005	[Redacted]	W1726	2018-12-09	2018-12-22	2018-12-17	19:30	23:15	3.7500	\$49.16	
000002	[Redacted]	000003	[Redacted]	000005	[Redacted]	W1726	2018-12-09	2018-12-22	2018-12-19	19:30	23:00	3.5000	\$45.88	
000002	[Redacted]	000003	[Redacted]	000005	[Redacted]	W1726	2018-12-09	2018-12-22	2018-12-10	19:30	23:00	3.5000	\$45.88	

### What fields does this report include?

1. **Participant Id** – Shows the Palco ID of the Participant.
2. **Participant Name** – Name of individual receiving services.
3. **CLE Id** – Shows the Palco ID of the CLE.
4. **CLE Name** – Name of the individual enrolled as Common Law Employer.
5. **SSP Id** – Shows the Palco ID of the SSP.
6. **SSP Name** – Name of the SSP.
7. **Service Code** – The service code.
8. **Pay Period Begin** – Displays the beginning date of a service period.
9. **Pay Period Ends** – Displays the ending date of a service period.
10. **Date of Service** – Shows a day where a SSP performed services.
11. **Time In** – Shows the time an SSP clocked into their shift.
12. **Time Out** – Shows the time an SSP clocked out of their shift.
13. **Hours** – Displays the number of hours worked during each shift.
14. **Dollars** – Displays the total gross dollar amount for each shift.
15. **Check Number** – Shows the payment identifier for timesheets that have been processed and paid.

### What date range should I choose?

In order to pull results from the report tool you will need to make sure you select the correct date range. The timesheet report will display information for any timesheet with a service date between the start and end date you select.

### Why are there no check numbers or dollar amounts on my report?

The check number and dollar amount fields will only contain information after the payment to the SSP has been processed. Before the payment has been process, the check number and dollar amount fields will be blank.

PARTICIPANT ID	PARTICIPANT NAME	CLE ID	CLE NAME	SSP ID	SSP NAME	SERVICE CODE	PAY PERIOD BEGIN	PAY PERIOD END	DATE OF SERVICE	TIME IN	TIME OUT	HOURS	DOLLARS	CHECK NUMBER
000002	...	000003	...	000001	...	W7060	2018-10-14	2018-10-27	2018-10-15	08:00	15:00	7.0000	\$140.19	3191
000002	...	000003	...	000001	...	W7060	2018-10-14	2018-10-27	2018-10-22	11:00	15:30	4.5000	\$90.13	3191
000002	...	000003	...	000001	...	W7060	2018-10-14	2018-10-27	2018-10-21	12:00	17:00	5.0000	\$100.14	3191
000002	...	000003	...	000001	...	W7060	2018-10-14	2018-10-27	2018-10-26	16:00	20:00	4.0000	\$80.11	3191
000002	...	000003	...	000001	...	W7060	2018-10-14	2018-10-27					\$20.02	3191
000002	...	000003	...	000001	...	W7060	2018-10-14	2018-10-27					\$80.11	3191
000002	...	000003	...	000001	...	W9798	2018-10-14	2018-10-27					\$266.86	3191
000002	...	000003	...	000001	...	W1726	2018-10-14	2018-10-27					\$29.17	3191
000002	...	000003	...	000001	...	W1726	2018-10-14	2018-10-27	2018-10-21	17:00	19:00	2.0000		3191
000002	...	000003	...	000001	...	W1726	2018-10-14	2018-10-27	2018-10-26	20:00	23:00	3.0000	\$43.76	3191
000002	...	000003	...	000001	...	W1726	2018-10-14	2018-10-27	2018-10-15	00:00	06:00	6.0000	\$87.52	3191
000002	...	000003	...	000001	...	W9862	2018-10-28	2018-11-10	2018-11-10	15:00	23:59	8.9833	\$102.45	6037
000002	...	000003	...	000001	...	W9862	2018-10-28	2018-11-10	2018-10-28	11:00	19:00	8.0000	\$91.24	6037
000002	...	000003	...	000001	...	W9862	2018-10-28	2018-11-10	2018-10-29	12:00	15:30	3.5000	\$39.90	6037
000002	...	000003	...	000001	...	W1726	2018-10-28	2018-11-10	2018-11-07	20:00	23:00	3.0000		
000002	...	000003	...	000001	...	W1726	2018-10-28	2018-11-10	2018-10-31	20:00	23:00	3.0000		
000002	...	000003	...	000001	...	W1726	2018-10-28	2018-11-10	2018-11-05	20:00	23:00	3.0000		
000002	...	000003	...	000001	...	W1726	2018-10-28	2018-11-10						
000002	...	000003	...	000001	...	W1726	2018-10-28	2018-11-10	2018-11-01	20:00	23:00	3.0000		
000002	...	000003	...	000001	...	W1726	2018-10-28	2018-11-10	2018-11-06	20:00	23:00	3.0000		
000002	...	000003	...	000001	...	W1726	2018-10-28	2018-11-10	2018-11-09	16:00	23:00	7.0000		
000002	...	000003	...	000001	...	W1726	2018-10-28	2018-11-10	2018-11-08	16:00	23:00	7.0000		
000002	...	000003	...	000001	...	W1726	2018-10-28	2018-11-10	2018-10-30	16:30	23:00	6.5000		
000002	...	000003	...	000001	...	W1726	2018-10-28	2018-11-10	2018-11-04	07:00	23:00	16.0000		

SSP's payment has been processed. Details after payment

SSP's payment has not been yet processed. Details after payment

### No Results Shown

If there are no timesheets within the date range you select, a "No Results" message will appear above the Run Report button.

**REPORTS**

Timesheets

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**TIMESHEETS**

Program: PA\_ODP Participant: [Participant Name]

Start Date: 01/06/2019

End Date: 01/10/2019

No Results

Run Report

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