

SEAR VDHCBS Timesheet Instructions

Timesheets are records of the hours worked by the employee. They must be submitted to Palco in order for your employee to be paid. Timesheets are assigned to the employer and are to stay in their possession. Make plenty of copies of the timesheet. This is the only timesheet that will be accepted.

To submit time worked:

- Legibly print the participant, participant Palco ID and employee's names where indicated.
- Write the current month in the blank provided.
- See the payroll schedule for the correct service period date ranges. If you submit time outside the payroll schedule ranges, it cannot be paid.
- Time in and time out must be submitted for each day worked.
- Write in the total number of hours worked for each day. Days that were not worked can be left blank or put a "0" or "X" in the box.
- Write in the total number of hours worked for the 2 week time period for each service.
- The participant/representative must sign and date as the employer.
- The employee must sign and date on the employee signature line.

If you make a mistake on the timesheet, mark a single line through the mistake, initial it and make the correction nearby. Using white out will cause your timesheet to be denied.

Only correct timesheets submitted to Palco can be paid. If your timesheet is denied, you will have to resubmit a correct timesheet. Missing the deadline for submitting your timesheet will significantly delay your pay.

How to submit your timesheet:

- **Fax:** 501-821-0045 (no cover sheet is necessary) – After you fax, you may call our Customer Service at 866-710-0456 to ensure the timesheet was received. Please allow 1 business day before calling to allow time for processing.
- **Email:** timesheets@palcofirst.com – You will receive a response upon receiving the email and if the timesheet cannot be accepted we will let you know what you need to do to resolve it.
- **Mail:** Palco, PO Box 242930, Little Rock, AR 72223. Please allow up to 5 business days for the Postal Service to deliver the timesheet.

Allow up to 2 business days after payday for your financial institution to receive your funds from the Federal Reserve.