

Timesheet Instructions

Payroll is the method by which your worker is paid. Your worker is paid on a biweekly basis. You are responsible for keeping track of your worker's hours on the timesheet. **In order for your worker to be paid, you, as the employer, must submit timesheets.**

- ✓ **Make copies of the master timesheet you receive when you started on the program and store them in a safe location.** If you ever run out of timesheets, you may download a copy of the timesheet from Palco's website or call Customer Support to request a copy.
- ✓ **Print the participant name, case ID number, worker name, and service period at the top.**
- ✓ **Identify time in and time out including AM or PM, and total number of hours worked for the day, week, and biweekly pay period.**
- ✓ **Record hours in actual time worked.** For example, if you work for an hour and 45 minutes you should record 1 hour 45 minutes, rather than rounding up to 2 hours. If your worker works less than one hour, he or she must submit time in fractions of an hour. * To convert minutes to fractions of hours, use the formula or the chart below:

TIME CONVERSION QUICK REFERENCE	
10 minutes	0.16 hours
15 minutes	0.25 hours
20 minutes	0.33 hours
30 minutes	0.50 hours
40 minutes	0.67 hours
45 minutes	0.75 hours
50 minutes	0.83 hours

[Minutes Worked by Worker] + 60 = Fraction of Hour Worked.

- ✓ **You and your worker must sign and date at the bottom of the timesheet. The signature dates must either correspond with the last day worked OR after the last day worked, and the worker's signature must not predate the employer's signature.** Never make copies of any timesheets pre-signed by you or your worker.

- ✓ **Use the Biweekly Payroll Schedule for the dates of the biweekly service periods, submission due dates for timesheets, and pay dates.** Make sure to submit your worker's timesheet *after* he or she has finished the last shift of the pay period. A copy of the payroll schedule is also available from Palco's website.
- ✓ **Be sure to submit the timesheet(s) to Palco by 12:00 p.m. (noon) by the submission due date. Palco strongly encourages employers to submit timesheets immediately following completion of the last hours worked in the service period.** Allow 24 hours from the time of submission for Palco to process the timesheet before requesting a status update, if needed.
- ✓ **If you have multiple workers, each must complete a separate timesheet.** Make sure that workers are not performing overlapping hours. Palco is not able to pay both workers for the same time worked on the same type of service hours.
- ✓ **To reduce the risk of fraud, the worker should never be in possession of timesheets.** Giving your worker control of the timesheet might increase the chance of submitting hours after their termination, which could cause your disenrollment from the program and possibly lead to investigation by the authorities.

You can help your worker receive their paycheck promptly by making sure that the timesheet is filled out correctly, signing it, and submitting it immediately. If a timesheet has errors or is incomplete, the worker's paycheck may be delayed. The employer and workers can avoid timesheet errors by following the directions provided on the timesheet.

Please be as thorough and accurate as possible when completing timesheets. Completion of timesheets should be taken **VERY** seriously—they are medical documents and will be regularly monitored and scrutinized to prevent any fraud or abuse.

Fax: 501.821.0045
Email: timesheets@palcofirst.com
Mail: Palco, Inc.
Attn: Timesheets
P.O. Box 242930
Little Rock, AR, 72223