



New Mexico VD-HCBS Bimonthly Timesheet

Make copies of this timesheet

Participant Name: _____

Worker Name: _____

Case ID: _____

Service Period: _____ / _____
 Month Year

Payroll for the First Half of the Month															
Day of Month	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Mileage															
Time In	AM/PM	AM/PM	AM/PM	AM/PM	AM/PM	AM/PM	AM/PM	AM/PM	AM/PM	AM/PM	AM/PM	AM/PM	AM/PM	AM/PM	AM/PM
Time Out	AM/PM	AM/PM	AM/PM	AM/PM	AM/PM	AM/PM	AM/PM	AM/PM	AM/PM	AM/PM	AM/PM	AM/PM	AM/PM	AM/PM	AM/PM
# of Hours Worked															
Service Hours Total: _____								Mileage Total: _____							

Your signature confirms the information provided above is complete and accurate.

Employer Signature

Date

Worker Signature

Date

Payroll for the Second Half of the Month																
Day of Month	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Mileage																
Time In	AM/PM	AM/PM	AM/PM	AM/PM	AM/PM	AM/PM	AM/PM	AM/PM	AM/PM	AM/PM	AM/PM	AM/PM	AM/PM	AM/PM	AM/PM	AM/PM
Time Out	AM/PM	AM/PM	AM/PM	AM/PM	AM/PM	AM/PM	AM/PM	AM/PM	AM/PM	AM/PM	AM/PM	AM/PM	AM/PM	AM/PM	AM/PM	AM/PM
# of Hours Worked																
Service Hours Total: _____									Mileage Total: _____							

Your signature confirms the information provided above is complete and accurate.

Employer Signature

Date

Worker Signature

Date

Timesheets are due to Palco by 12 pm MST on the 17th (first half of the month) and 2nd (second half of the month).
Email To: timesheets@palcofirst.com
Fax To: 501-821-0045
Mail To: Palco P.O. Box 242930, Little Rock, AR 72223

New Mexico VD-HCBS 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 name, participant Palco ID and employee's names where indicated.
- Write the current month in the blank provided.
- 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 each half of the month for each service.
- The participant/representative must sign and date as the employer.
- The employee must sign and date on the worker 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 faxing, 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 10 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.



PALCO SEMIMONTHLY PAYMENT SCHEDULE - 2021

New Mexico Veterans-Directed HCBS Program

Service Period		Timesheets Due to Palco by 12 pm MST	Payments Made by Palco by 5 pm
Start Date	End Date	Deadline	Paid On
December 16, 2020	December 31, 2020	January 2, 2021	January 8, 2021
January 1, 2021	January 15, 2021	January 17, 2021	January 25, 2021
January 16, 2021	January 31, 2021	February 2, 2021	February 8, 2021
February 1, 2021	February 15, 2021	February 17, 2021	February 23, 2021
February 16, 2021	February 28, 2021	March 2, 2021	March 8, 2021
March 1, 2021	March 15, 2021	March 17, 2021	March 23, 2021
March 16, 2021	March 31, 2021	April 2, 2021	April 8, 2021
April 1, 2021	April 15, 2021	April 17, 2021	April 23, 2021
April 16, 2021	April 30, 2021	May 2, 2021	May 10, 2021
May 1, 2021	May 15, 2021	May 17, 2021	May 24, 2021
May 16, 2021	May 31, 2021	June 2, 2021	June 8, 2021
June 1, 2021	June 15, 2021	June 17, 2021	June 23, 2021
June 16, 2021	June 30, 2021	July 2, 2021	July 8, 2021
July 1, 2021	July 15, 2021	July 17, 2021	July 23, 2021
July 16, 2021	July 31, 2021	August 2, 2021	August 9, 2021
August 1, 2021	August 15, 2021	August 17, 2021	August 23, 2021
August 16, 2021	August 31, 2021	September 2, 2021	September 8, 2021
September 1, 2021	September 15, 2021	September 17, 2021	September 23, 2021
September 16, 2021	September 30, 2021	October 2, 2021	October 8, 2021
October 1, 2021	October 15, 2021	October 17, 2021	October 25, 2021
October 16, 2021	October 31, 2021	November 2, 2021	November 8, 2021
November 1, 2021	November 15, 2021	November 17, 2021	November 23, 2021
November 16, 2021	November 30, 2021	December 2, 2021	December 8, 2021
December 1, 2021	December 15, 2021	December 17, 2021	December 23, 2021
December 16, 2021	December 31, 2021	January 2, 2022	January 10, 2022

2021 Bank & Palco Office Holidays

New Year's Day - Friday, January 1*
 Martin Luther King, Jr. Day - Monday, January 18
 President's Day - Monday, February 15
 Memorial Day - Monday, May 31*
 Independence Day - Monday, July 5*

Labor Day - Monday, September 6*
 Columbus Day - Monday, October 11
 Veterans Day - Thursday, November 11
 Thanksgiving - Thursday-Friday, November 25-26*
 Christmas - Friday-Saturday, December 24-25*

* Palco Office Closures