## Idaho Program Timesheet

Make plenty of copies of this timesheet. This is the only timesheet that will be accepted. If you make a mistake, mark a single line through the mistake, initial beside it and make the correction nearby. On days that the worker does not work, you may leave it blank.

Participant Name: $\qquad$ Participant Palco ID: $\qquad$
Worker Name: $\qquad$ Worker Palco ID: $\qquad$ Month/Year: $\qquad$

| Day of Month | Service Code | Time In |  |  |  | Time Out |  |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
|  |  | $][$ | $\begin{array}{llll} \hline & 00 & \mathrm{O} & 15 \\ \mathrm{O} & 30 & \mathrm{O} & 45 \\ \hline \end{array}$ | $\begin{array}{ll} \mathrm{OAM} \\ \mathrm{O} \\ \mathrm{PM} \end{array}$ |  | $][$ | $\begin{array}{lll} \hline & 00 & O_{15}^{15} \\ O^{30} & O_{4} & 45 \\ \hline \end{array}$ | $\begin{aligned} & \mathrm{O} \\ & \hline \mathrm{OAN} \\ & \mathrm{PN} \end{aligned}$ | $\begin{aligned} & \text { PM } \\ & \text { PM } \end{aligned}$ |
|  |  |  | $\begin{array}{llll} O & 00 & O_{15} \\ O & 30 & O_{45} \\ \hline \end{array}$ | $\begin{aligned} & \mathrm{O} \\ & \mathrm{O} \\ & \mathrm{PM} \end{aligned}$ |  | $7$ | $\begin{array}{llll} \hline & 00 & O_{15} & 15 \\ O_{30} & O_{4} & 45 \\ \hline \end{array}$ | $\begin{aligned} & \mathrm{O} \\ & \mathrm{O} \\ & \mathrm{OM} \end{aligned}$ | $\underset{\text { PM }}{\text { AM }}$ |
|  |  |  | $\begin{array}{lll} O & 00 & 15 \\ O & 30 & \mathrm{O}_{45} \end{array}$ | $\begin{aligned} & \mathrm{O} \\ & \hline \mathrm{OM} \\ & \mathrm{PM} \end{aligned}$ |  |  | $\begin{array}{lll} O & 00 & O_{15} \\ \hline & 30 & \mathrm{O}_{45} \end{array}$ | $\begin{aligned} & \mathrm{O} \\ & \hline \mathrm{OM} \\ & \mathrm{PM} \end{aligned}$ | $\begin{aligned} & \text { AM } \\ & P M \end{aligned}$ |
|  |  |  | $\begin{array}{lll} O & 00 & O_{15} \\ O_{30} & \mathrm{O}_{4} & 45 \end{array}$ | $\mathrm{O}_{\mathrm{O}}^{\mathrm{OM}} \mathrm{PM}$ |  |  | $\begin{array}{lll} O & 00 & O_{15} \\ O_{30} & \mathrm{O}_{45} \end{array}$ | $\mathrm{O}_{\mathrm{O}}^{\mathrm{OAM}}$ | $\begin{aligned} & \text { AM } \\ & \text { PM } \end{aligned}$ |
|  |  |  |  | $\begin{aligned} & \hline \mathrm{O} \\ & \mathrm{O} \\ & \mathrm{PM} \end{aligned}$ |  |  | $\begin{array}{lll} \hline & 00 & O_{15} \\ O_{30} & \mathrm{O}_{45} \end{array}$ | $\begin{array}{ll} \hline \mathrm{O} \\ \mathrm{O} \\ \mathrm{OM} \end{array}$ | $\begin{aligned} & \text { AM } \\ & P M \end{aligned}$ |
|  |  |  |  | $\begin{array}{ll} \hline \mathrm{O} \\ \mathrm{O} \\ \mathrm{PM} \end{array}$ |  | $\square[$ |  | $\begin{array}{ll} \hline \mathrm{O} \\ \mathrm{OM} \\ \mathrm{PM} \end{array}$ | $\overline{\text { AM }}$ |
|  |  |  | $\begin{array}{lll} O & 00 & O_{15} \\ O_{30} & \mathrm{O}_{45} \end{array}$ | $\mathrm{O}_{\mathrm{O}}^{\mathrm{OM}} \mathrm{PM}$ |  |  | $\begin{array}{lll} O & 00 & O_{15} \\ O_{30} & \mathrm{O}_{45} \end{array}$ | $\mathrm{O}_{\mathrm{O}}^{\mathrm{OAM}}$ |  |
|  |  |  |  | $\begin{aligned} & \mathrm{O} \\ & \hline \mathrm{OM} \\ & \mathrm{PM} \end{aligned}$ |  |  |  | $\begin{aligned} & \mathrm{O} \\ & \hline \mathrm{OM} \\ & \mathrm{PM} \end{aligned}$ |  |
|  |  | $\square[$ |  | $\begin{aligned} & \mathrm{O} \\ & \hline \mathrm{OM} \\ & \mathrm{PM} \end{aligned}$ |  |  |  | $\begin{array}{ll} \mathrm{O} \\ \hline \mathrm{OM} \\ \mathrm{PM} \end{array}$ |  |
|  |  |  | $\begin{array}{lll} O & 00 & O_{15} \\ O_{30} & \mathrm{O}_{45} \end{array}$ | $\begin{aligned} & \mathrm{O} \\ & \hline \mathrm{OM} \\ & \mathrm{PM} \end{aligned}$ |  |  | $\begin{array}{lll} O & 00 & O_{15} \\ O_{30} & \mathrm{O}_{45} \end{array}$ | $\begin{aligned} & \mathrm{O} \\ & \hline \mathrm{OM} \\ & \mathrm{PM} \end{aligned}$ |  |
|  |  |  | $\begin{array}{lll} \hline & 00 & O_{15} \\ \hline & 150 \\ \hline & & 45 \\ \hline \end{array}$ | $\begin{aligned} & \mathrm{O} \\ & \mathrm{O} \\ & \mathrm{OPM} \end{aligned}$ |  |  | $\begin{array}{lll} \hline & 00 & O_{15} \\ \hline & 150 & O_{4} \\ \hline \end{array}$ | $\begin{aligned} & \mathrm{O} \\ & \mathrm{O} \\ & \mathrm{OPM} \end{aligned}$ |  |
|  |  |  |  | $\begin{aligned} & \mathrm{O} \\ & \hline \mathrm{OM} \\ & \mathrm{PM} \end{aligned}$ |  |  |  | $\begin{aligned} & \mathrm{O} \\ & \hline \mathrm{OM} \\ & \mathrm{PM} \end{aligned}$ |  |
|  |  | $\bar{\square} \square$ |  | $\begin{aligned} & \mathrm{O} \\ & \hline \mathrm{OM} \\ & \mathrm{PM} \end{aligned}$ |  |  | $\begin{array}{llll} O & 00 & O_{15} \\ \hline & 30 & \mathrm{O}_{4} \end{array}$ | $\begin{aligned} & \mathrm{O} \\ & \hline \mathrm{OM} \\ & \mathrm{PM} \end{aligned}$ |  |
|  |  |  |  | $\begin{aligned} & \mathrm{O} \\ & \hline \mathrm{OM} \\ & \mathrm{OM} \end{aligned}$ |  |  | $\begin{array}{llll} \hline & 00 & \bigcirc & 15 \\ O_{30} & \mathrm{O}_{45} \end{array}$ | $\begin{array}{ll} \mathrm{O} \\ \hline \mathrm{OM} \\ \mathrm{PM} \end{array}$ |  |
|  |  |  |  | $\begin{aligned} & \mathrm{O} \\ & \hline \mathrm{OM} \\ & \mathrm{PM} \end{aligned}$ |  |  |  | $\begin{aligned} & \mathrm{O} \\ & \hline \mathrm{OM} \\ & \mathrm{PM} \end{aligned}$ |  |
|  |  | $\square[$ | $\begin{array}{llll} \hline & 00 & O_{15} \\ O_{0} & 30 & O_{45} \\ \hline \end{array}$ | $\mathrm{O}_{\mathrm{O}}^{\mathrm{AM}} \mathrm{PM}$ |  | $\square \square$ | $\begin{array}{lll} O & 00 & O_{15} \\ O_{30} & \mathrm{O}_{45} \end{array}$ | $\mathrm{O}_{\mathrm{O}}^{\mathrm{AM}} \mathrm{PM}$ |  |

## Optional Checklist:

| $\square$ | Date \& time in/out including AM/PM | $\square$ | Timesheet submitted after hours worked | $\square$ | Blue or black ink |
| :---: | :--- | :---: | :--- | :--- | :--- |
| $\square$ | Bubbles filled in completely $O$ | $\square$ | Employer \& worker both signed | $\square$ | Did NOT use white-out |

Your signature confirms that these hours were actually worked. Submitting a timesheet for hours not actually worked, is considered fraud. Please note, your signature date must be on or after the last date worked.

Please return this form to Palco via email: timesheets@palcofirst.com or via fax to 1.877.859.8757 The most effective method of submitting timesheets with Palco is online at https://connect.palcofirst.com, please consider this instead of paper. Timesheets are due by 12pm MST, two days after the end of each pay period.

