

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: _____ Participant Palco ID: _____

Worker Name: _____ Worker Palco ID: _____ Month/Year: _____ / _____

Day of Month	Service Code	Time In					Time Out				
		H	H	Min- Round to the nearest 15 min			H	H	Min- Round to the nearest 15 min		
		<input type="text"/>	<input type="text"/>	<input type="radio"/> 00	<input type="radio"/> 15	<input type="radio"/> AM	<input type="text"/>	<input type="text"/>	<input type="radio"/> 00	<input type="radio"/> 15	<input type="radio"/> AM
				<input type="radio"/> 30	<input type="radio"/> 45	<input type="radio"/> PM			<input type="radio"/> 30	<input type="radio"/> 45	<input type="radio"/> PM
		<input type="text"/>	<input type="text"/>	<input type="radio"/> 00	<input type="radio"/> 15	<input type="radio"/> AM	<input type="text"/>	<input type="text"/>	<input type="radio"/> 00	<input type="radio"/> 15	<input type="radio"/> AM
				<input type="radio"/> 30	<input type="radio"/> 45	<input type="radio"/> PM			<input type="radio"/> 30	<input type="radio"/> 45	<input type="radio"/> PM
		<input type="text"/>	<input type="text"/>	<input type="radio"/> 00	<input type="radio"/> 15	<input type="radio"/> AM	<input type="text"/>	<input type="text"/>	<input type="radio"/> 00	<input type="radio"/> 15	<input type="radio"/> AM
				<input type="radio"/> 30	<input type="radio"/> 45	<input type="radio"/> PM			<input type="radio"/> 30	<input type="radio"/> 45	<input type="radio"/> PM
		<input type="text"/>	<input type="text"/>	<input type="radio"/> 00	<input type="radio"/> 15	<input type="radio"/> AM	<input type="text"/>	<input type="text"/>	<input type="radio"/> 00	<input type="radio"/> 15	<input type="radio"/> AM
				<input type="radio"/> 30	<input type="radio"/> 45	<input type="radio"/> PM			<input type="radio"/> 30	<input type="radio"/> 45	<input type="radio"/> PM
		<input type="text"/>	<input type="text"/>	<input type="radio"/> 00	<input type="radio"/> 15	<input type="radio"/> AM	<input type="text"/>	<input type="text"/>	<input type="radio"/> 00	<input type="radio"/> 15	<input type="radio"/> AM
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				<input type="radio"/> 30	<input type="radio"/> 45	<input type="radio"/> PM			<input type="radio"/> 30	<input type="radio"/> 45	<input type="radio"/> PM
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				<input type="radio"/> 30	<input type="radio"/> 45	<input type="radio"/> PM			<input type="radio"/> 30	<input type="radio"/> 45	<input type="radio"/> PM
		<input type="text"/>	<input type="text"/>	<input type="radio"/> 00	<input type="radio"/> 15	<input type="radio"/> AM	<input type="text"/>	<input type="text"/>	<input type="radio"/> 00	<input type="radio"/> 15	<input type="radio"/> AM
				<input type="radio"/> 30	<input type="radio"/> 45	<input type="radio"/> PM			<input type="radio"/> 30	<input type="radio"/> 45	<input type="radio"/> PM

Optional Checklist:

<input type="checkbox"/> Date & time in/out including AM/PM	<input type="checkbox"/> Timesheet submitted after hours worked	<input type="checkbox"/> Blue or black ink
<input type="checkbox"/> Bubbles filled in completely ●	<input type="checkbox"/> Employer & worker both signed	<input type="checkbox"/> 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.

Employer Signature _____

Date _____

Worker Signature _____

Date _____

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.