

Ohio Elderly Services 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	
	CDC Blended T2041	<input type="checkbox"/>	<input type="checkbox"/>	<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="checkbox"/>	<input type="checkbox"/>	<input type="radio"/> 00 <input type="radio"/> 15 <input type="radio"/> AM <input type="radio"/> 30 <input type="radio"/> 45 <input type="radio"/> PM			
	CDC Blended T2041	<input type="checkbox"/>	<input type="checkbox"/>	<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="checkbox"/>	<input type="checkbox"/>	<input type="radio"/> 00 <input type="radio"/> 15 <input type="radio"/> AM <input type="radio"/> 30 <input type="radio"/> 45 <input type="radio"/> PM			
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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 on the 1st and 16th of every month.*