

Wisconsin 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.

Member Name: _____ Member 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	

Optional Checklist:

☐ Date & time in/out including AM/PM	☐ Timesheet submitted after hours worked	☐ Blue or black ink
☐ Bubbles filled in completely ●	☐ Employer & worker both signed	☐ 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.