

Ohio ComCare 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							
	S5135UC			☐	00	☐	15	☐	AM			☐	00	☐	15	☐	AM
	S5135UC			☐	30	☐	45	☐	PM			☐	30	☐	45	☐	PM
	S5135UC			☐	00	☐	15	☐	AM			☐	00	☐	15	☐	AM
	S5135UC			☐	30	☐	45	☐	PM			☐	30	☐	45	☐	PM
	S5135UC			☐	00	☐	15	☐	AM			☐	00	☐	15	☐	AM
	S5135UC			☐	30	☐	45	☐	PM			☐	30	☐	45	☐	PM
	S5135UC			☐	00	☐	15	☐	AM			☐	00	☐	15	☐	AM
	S5135UC			☐	30	☐	45	☐	PM			☐	30	☐	45	☐	PM
	S5135UC			☐	00	☐	15	☐	AM			☐	00	☐	15	☐	AM
	S5135UC			☐	30	☐	45	☐	PM			☐	30	☐	45	☐	PM
	S5135UC			☐	00	☐	15	☐	AM			☐	00	☐	15	☐	AM
	S5135UC			☐	30	☐	45	☐	PM			☐	30	☐	45	☐	PM
	S5135UC			☐	00	☐	15	☐	AM			☐	00	☐	15	☐	AM
	S5135UC			☐	30	☐	45	☐	PM			☐	30	☐	45	☐	PM
	S5135UC			☐	00	☐	15	☐	AM			☐	00	☐	15	☐	AM
	S5135UC			☐	30	☐	45	☐	PM			☐	30	☐	45	☐	PM
	S5135UC			☐	00	☐	15	☐	AM			☐	00	☐	15	☐	AM
	S5135UC			☐	30	☐	45	☐	PM			☐	30	☐	45	☐	PM
	S5135UC			☐	00	☐	15	☐	AM			☐	00	☐	15	☐	AM
	S5135UC			☐	30	☐	45	☐	PM			☐	30	☐	45	☐	PM

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.