


New Jersey Personal Preference Program Paper Timesheet Instructions

Paper timesheets can be faxed or mailed to Palco. Timesheets need to be filled out completely and accurately to be paid. Please write as neatly as possible.

New Jersey Personal Preference Program


To avoid your timesheet being rejected, please make sure that everything is filled out correctly before submitting.

1. Participant Name <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	2. Participant Identification Number <div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> </div>	SERVICES T1019 – PCA SS125 – PCA Group <small>Note: Most will select PCA (T1019) for the shift they worked. PCA-GROUP (SS125) is selected when the worker serves multiple program participants simultaneously, during the same shift; a timesheet for each program participant served must be submitted.</small>
3. Worker Name <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	4. Worker Identification Number <div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> </div>	
5. Month/Year Month: Year:		
For instructions on completing the timesheet, visit www.palcofirst.com		

F Date	G Service Type	H Time In H H	I Min - Round to the nearest 15 min	J Time Out H H	K Min - Round to the nearest 15 min
		<div style="display: flex; justify-content: space-around;"><div style="border: 1px solid black; width: 20px; height: 20px;"></div><div style="border: 1px solid black; width: 20px; height: 20px;"></div></div>	<div style="display: flex; justify-content: space-around;"><div style="border: 1px solid black; width: 20px; height: 20px;"></div><div style="border: 1px solid black; width: 20px; height: 20px;"></div><div style="border: 1px solid black; width: 20px; height: 20px;"></div><div style="border: 1px solid black; width: 20px; height: 20px;"></div></div>	<div style="display: flex; justify-content: space-around;"><div style="border: 1px solid black; width: 20px; height: 20px;"></div><div style="border: 1px solid black; width: 20px; height: 20px;"></div></div>	<div style="display: flex; justify-content: space-around;"><div style="border: 1px solid black; width: 20px; height: 20px;"></div><div style="border: 1px solid black; width: 20px; height: 20px;"></div><div style="border: 1px solid black; width: 20px; height: 20px;"></div><div style="border: 1px solid black; width: 20px; height: 20px;"></div></div>
		<div style="display: flex; justify-content: space-around;"><div style="border: 1px solid black; width: 20px; height: 20px;"></div><div style="border: 1px solid black; width: 20px; height: 20px;"></div></div>	<div style="display: flex; justify-content: space-around;"><div style="border: 1px solid black; width: 20px; height: 20px;"></div><div style="border: 1px solid black; width: 20px; height: 20px;"></div><div style="border: 1px solid black; width: 20px; height: 20px;"></div><div style="border: 1px solid black; width: 20px; height: 20px;"></div></div>	<div style="display: flex; justify-content: space-around;"><div style="border: 1px solid black; width: 20px; height: 20px;"></div><div style="border: 1px solid black; width: 20px; height: 20px;"></div></div>	<div style="display: flex; justify-content: space-around;"><div style="border: 1px solid black; width: 20px; height: 20px;"></div><div style="border: 1px solid black; width: 20px; height: 20px;"></div><div style="border: 1px solid black; width: 20px; height: 20px;"></div><div style="border: 1px solid black; width: 20px; height: 20px;"></div></div>

P 7. Checklist:

<input type="checkbox"/> Filled in date & time in/out	<input type="checkbox"/> Timesheet submitted after hours worked	<input type="checkbox"/> Used blue or black ink
<input type="checkbox"/> Verified hours worked each day/week	<input type="checkbox"/> Employer & worker both signed & dated	<input type="checkbox"/> Did NOT use white-out

8. Worker Signature <div style="border: 1px solid black; height: 40px; width: 100%;"></div>	8a. Date <div style="border: 1px solid black; width: 100px; height: 20px;"></div>	8b. Employer Signature <div style="border: 1px solid black; height: 40px; width: 100%;"></div>	8c. Date <div style="border: 1px solid black; width: 100px; height: 20px;"></div>
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Your signature confirms the information provided above is complete and accurate.

Timesheets are due to Palco by 12:00 pm Eastern Time on the first day after the end of the pay period.

Fax: 1-877-859-8757 Email: timesheets@palcofirst.com Mail: P.O. Box 13260 Maumelle, AR 72113

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Required Fields

The following sections **must** be filled in for payment to be issued.

- A. Participant Name.** Write the first and last name of the person receiving services in the box.
- B. Participant Identification Number.** Place one digit in each of the six squares.
- C. Worker Name.** The name of the person providing services to the participant goes into this box.
- D. Worker Identification Number.** Place one digit in each of the six squares.
- E. Month/Year.** Write in the month and year that the services were rendered. If the worker is submitting services for two different months (example: June and July), please use one timesheet for the first month, and another timesheet for the second month being submitted.
- F. Date.** Write the day that each service was provided. If you provided services on the 16th and 18th, you may skip writing the 17th.
- G. Service Type.** Use the SERVICES box above to determine if your service code should be *T1019 - PCA* or *S5125 - PCA Group*. Write the code in this box for each date services were provided.
- H. Time In.** Write the hour that services began to be provided. Example: If services started at 8:47 a.m., please write *08*.
- I. Min.** Fill in the bubble for the 15 minute increment that is closest to when services began. Then fill in the bubble for a.m. and p.m. Example: If services started at 8:47 a.m., please fill in the *45* and *a.m.* bubbles.
- J. Time Out.** Write the hour that services were ended. Example: If services were completed at 10:03 p.m., please write *10*.
- K. Min.** Fill in the bubble for the 15 minute increment that is closest to when services ended. Then fill in the bubble for a.m. and p.m. Example: If services were completed at 10:03 p.m., please fill in the *00* and *p.m.* bubbles.
- L. Worker Signature.** The person who provided services to the participant must sign in box 8.
- M. Date.** The worker puts today's date in box 8a.
- N. Employer Signature.** Either the participant or the Employer of Record (EOR) must sign in box 8b.
- O. Date.** The participant or EOR puts today's date in box 8c.
- P. Checklist.** Write a check mark in each box to verify that the timesheet has been double-checked.

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Special Scenarios

- Overnight shifts.** If your shift goes past midnight, you need to make two entries for it. One line will be the work you did before midnight. The second line will be the hours worked after midnight.

Example: You worked from July 28th at 10:00 PM until July 29th at 6:00 AM. On the line for July 28, mark 10:00 PM as the time in. On that same entry, mark 12:00 AM as the time out. On the line for July 29, put 12:00 AM as the time in. Then, on that same line, mark 6:00 AM as the time out.

6. Services Provided									
Date	Service Type	Time In H H	Min - Round to the nearest 15 min			Time Out H H	Min - Round to the nearest 15 min		
28	T1019 - PCA	1 0	<input type="radio"/> 00 <input type="radio"/> 30	<input type="radio"/> 15 <input type="radio"/> 45	<input type="radio"/> AM <input checked="" type="radio"/> PM	1 2	<input type="radio"/> 00 <input type="radio"/> 30	<input type="radio"/> 15 <input type="radio"/> 45	<input type="radio"/> AM <input checked="" type="radio"/> PM
29	T1019 - PCA	1 2	<input type="radio"/> 00 <input type="radio"/> 30	<input type="radio"/> 15 <input type="radio"/> 45	<input type="radio"/> AM <input checked="" type="radio"/> PM	0 6	<input type="radio"/> 00 <input type="radio"/> 30	<input type="radio"/> 15 <input type="radio"/> 45	<input type="radio"/> AM <input checked="" type="radio"/> PM

- Multiple shifts in the same day.** If you work two shifts in one day for one participant, you will want to use two lines. For the first shift of the day, mark down the time in and time out on the top line. For the second shift, use the line below the one you just filled out. Mark the time in and time out for that second shift.

Note: This is only when two shifts are worked for the same participant in the same day. If you work for two different participants in the same day, they each require their own timesheet for the shift.

Example: You worked two shifts for one participant on September 14th. The first shift was 8:30 AM until 10:30 AM, and the second shift was 2:00 PM until 4:00 PM. On the first line, date it for the 14th. Then mark 8:30 AM and 10:30 AM as time in and time out. On the line below it, date it for the 14th. Then mark 2:00 PM and 4:00 PM as time in and time out.

14	T1019 - PCA	0 8	<input type="radio"/> 00 <input checked="" type="radio"/> 30	<input type="radio"/> 15 <input type="radio"/> 45	<input type="radio"/> AM <input checked="" type="radio"/> PM	1 0	<input type="radio"/> 00 <input checked="" type="radio"/> 30	<input type="radio"/> 15 <input type="radio"/> 45	<input type="radio"/> AM <input checked="" type="radio"/> PM
14	T1019 - PCA	0 2	<input type="radio"/> 00 <input type="radio"/> 30	<input type="radio"/> 15 <input type="radio"/> 45	<input type="radio"/> AM <input checked="" type="radio"/> PM	0 4	<input type="radio"/> 00 <input type="radio"/> 30	<input type="radio"/> 15 <input type="radio"/> 45	<input type="radio"/> AM <input checked="" type="radio"/> PM

Additional Rules

- Fill in all the required information.
- Use blue or black ink.
- Write as clearly as possible.
- If you make a mistake, do not use White Out. Instead, cross out the line with the error. Then, use the line below it to record that time entry correctly.