

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; align-items: center;"> <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 <i>T1019 – PCA</i> <i>S5125 – PCA Group</i> <i>Note: Most will select PCA (T1019) for the shift they worked. PCA-GROUP (S5125) is selected when the worker serves multiple program participants simultaneously, during the same shift; a timesheet for each program participant served must be submitted.</i>
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; align-items: center;"> <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

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		
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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; height: 40px; width: 100%;"></div>	8b. Employer Signature <div style="border: 1px solid black; height: 40px; width: 100%;"></div>	8c. Date <div style="border: 1px solid black; height: 40px; width: 100%;"></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