

TIMESHEET GUIDELINES

- Legibly print the attendant's name in the space provided.
- Put in the entire payroll period dates in the space provided.
- Record each individual date in the space provided.
- Record the time in/time out daily. Always indicate a.m. or p.m.
- The Service Participant and the attendant must initial the times worked for each day.
- Daily totals must be recorded and match with the total hours for the pay period. Always double check the hours and totals recorded.
- Check each task only if performed.
- Attendants will not be paid for pet care, gardening, yard care, mowing or child care. Attendants cannot transport or perform tasks for anyone other than for the Service Participant.
- Mark the hospital boxes and contact the assigned Case Specialist with hospitalization information when the Service Participant is in the hospital. Attendants will not be paid for the day before or after the Service Participant's hospital stay until documentation of admission and discharge dates and times are provided.
- Timesheets must be completed daily, not at the end of the week or payroll period.
- Full signatures of the Service Participant and the attendant are required for each day worked. Both Service Participant and attendant signatures must be their full legal signatures. Attendant name must be printed at the top so that it can be read.
- Timesheets cannot be mailed until all services have been performed. Timesheets are due at MERIL offices by 5:00 pm Monday following the end of the pay period. No exceptions will be allowed. If you are mailing your timesheet, it is recommended that it is taken to the Post Office on the last day of the pay period after services are given to ensure timely arrival at MERIL. Mailings with post marks of the date due at MERIL are considered late.
- *Do not use white out or pencil on the timesheet.* If a mistake is made, cross through it; make the correction, and the Service Participant must initial beside the error.
- *Do not staple, tape or glue timesheets together.*

It is REQUIRED for the Service Participant and the Attendant to work together to track the Service Participant's authorized hours and to be sure that these do not exceed the Maximum Hours per Month authorized. This can be found in the Service Participant's Plan of Care and on your timesheet. MERIL, Inc. will not reimburse any time over this authorized amount. Please be sure that you are tracking this, your Case Specialist will be asking you about this monthly on your phone contact and reviewing it with you on your calendar quarterly visit when they are at your home.