

## **Participant Directed Option (PDO) Timesheet Instructions:**

**Note: Please write dates, time, and numbers legibly. Information that is not clear could cause your timesheet to be rejected and payroll to be delayed or not processed.**

1.) Employee: Print the employee's name here. Use a separate timesheet for each employee.

2.) Employer: Print the PDO Employer name here.

3.) Consumer's name: Print the name of the consumer receiving services here. Use a separate timesheet for each consumer if you are providing services to more than one consumer.

4.) Service Order: Regular

Check this box if the services being provided are authorized from a service order for Regular services.

5.) Service Order: Respite

Check this box if the services being provided are authorized from a service order for Respite services.

6.) Week # 1 / #2 – Sunday Date: Print Sunday's date as the start of the week on the timesheet, the work week will always begin on Sunday and end on Saturday.

7.) Date: Print the date that services were provided. Please include the month/date/year format.

8.) Time IN: Print the time services started. There are two boxes to allow for two shift entries.

9.) A/P: This box is to note whether the time in/out was in the am (morning) or in the pm (afternoon/evening). Please enter an "A" for AM or a "P" for PM.

10.) Time OUT: Enter the time services ended. There are two boxes to allow for two shift entries.

11.) Total Hours: Total hours of services provided. This includes the total for both shifts if more than one shift was provided that day by the employee.

12.) Tasks: These are task codes of authorized services. The task description should be included with the initial PDO consumer A&R form from the Care Manager. Check the box before the task code of the service provided. If a task was provided more than once in a shift/or day, it only needs to be checked once.

13.) Total hours for Week # 1: / Week # 2: Add the total hours of services provided from each day. If necessary enter the total hours of services provided as a fraction or decimal (examples – 3 1/2, or 3.5).

14.) Employee Signature: The employee will sign his/her name here.

15.) Date: The employee will date the form here when they sign their signature.

16.) Employer's Signature: The PDO employer will sign their name here.

17.) Date: The date the PDO employer reviewed timesheet & signed their name.

**SPLLC Payroll Services Phone 1-800-427-1241 Fax 207-513-3747**