



FPSO 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 FPSO 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.) Consumer's ID #: Print the Elder Independence Consumer Identification number here.
- 5.) Service Order: Regular Check this box if the services being provided are authorized from a service order for Regular services.
- 6.) Service Order: Respite Check this box if the services being provided are authorized from a service order for Respite services.
- 7.) 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.
- 8.) Date: Print the date that services were provided. Please include the month/date/year format.
- 9.) Time IN: Print the time services started. There are two boxes to allow for two shift entries.
- 10.) 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.
- 11.) Time OUT: Enter the time services ended. There are two boxes to allow for two shift entries.
- 12.) 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.
- 13.) Tasks: These are task codes of authorized services. The task description should be included with the referral/ICSS 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.
- 14.) 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 ½, or 3.5).
- 15.) Employee Signature: The employee will sign his/her name here.
- 16.) Date: The employee will date the form here when they sign their signature.
- 17.) Employer's Signature: The FPSO employer will sign their name here.
- 18.) Date: The date the FPSO employer signed their name & reviewed timesheet for accuracy.

Payroll Record

Service Order type:

Employer: _____

Regular:

Employee: _____
 Consumer's Name: _____

Fax to: 207-513-3747

Respite:

Week 1 Sunday Date: _____

Mail to: SP LLC 8 Falcon Rd. Lewiston, ME. 04243

Email to: fi@seniorsplus.org

Day	Date	Time IN	A/P	Time OUT	A/P	Total Hours	Tasks											
Sunday							<input type="checkbox"/> 9	<input type="checkbox"/> 28	<input type="checkbox"/> 32	<input type="checkbox"/> 33	<input type="checkbox"/> 34	<input type="checkbox"/> 35	<input type="checkbox"/> 36	<input type="checkbox"/> 37	<input type="checkbox"/> 38	<input type="checkbox"/> 39	<input type="checkbox"/> 40	<input type="checkbox"/> 41
Monday							<input type="checkbox"/> 42	<input type="checkbox"/> 44	<input type="checkbox"/> 63	<input type="checkbox"/> 65	<input type="checkbox"/> 66	<input type="checkbox"/> 67	<input type="checkbox"/> 68	<input type="checkbox"/> 69	<input type="checkbox"/> 70	<input type="checkbox"/> 71	<input type="checkbox"/> 72	<input type="checkbox"/> 73
Tuesday							<input type="checkbox"/> 9	<input type="checkbox"/> 28	<input type="checkbox"/> 32	<input type="checkbox"/> 33	<input type="checkbox"/> 34	<input type="checkbox"/> 35	<input type="checkbox"/> 36	<input type="checkbox"/> 37	<input type="checkbox"/> 38	<input type="checkbox"/> 39	<input type="checkbox"/> 40	<input type="checkbox"/> 41
Wednesday							<input type="checkbox"/> 42	<input type="checkbox"/> 44	<input type="checkbox"/> 63	<input type="checkbox"/> 65	<input type="checkbox"/> 66	<input type="checkbox"/> 67	<input type="checkbox"/> 68	<input type="checkbox"/> 69	<input type="checkbox"/> 70	<input type="checkbox"/> 71	<input type="checkbox"/> 72	<input type="checkbox"/> 73
Thursday							<input type="checkbox"/> 9	<input type="checkbox"/> 28	<input type="checkbox"/> 32	<input type="checkbox"/> 33	<input type="checkbox"/> 34	<input type="checkbox"/> 35	<input type="checkbox"/> 36	<input type="checkbox"/> 37	<input type="checkbox"/> 38	<input type="checkbox"/> 39	<input type="checkbox"/> 40	<input type="checkbox"/> 41
Friday							<input type="checkbox"/> 42	<input type="checkbox"/> 44	<input type="checkbox"/> 63	<input type="checkbox"/> 65	<input type="checkbox"/> 66	<input type="checkbox"/> 67	<input type="checkbox"/> 68	<input type="checkbox"/> 69	<input type="checkbox"/> 70	<input type="checkbox"/> 71	<input type="checkbox"/> 72	<input type="checkbox"/> 73
Saturday							<input type="checkbox"/> 9	<input type="checkbox"/> 28	<input type="checkbox"/> 32	<input type="checkbox"/> 33	<input type="checkbox"/> 34	<input type="checkbox"/> 35	<input type="checkbox"/> 36	<input type="checkbox"/> 37	<input type="checkbox"/> 38	<input type="checkbox"/> 39	<input type="checkbox"/> 40	<input type="checkbox"/> 41
							<input type="checkbox"/> 42	<input type="checkbox"/> 44	<input type="checkbox"/> 63	<input type="checkbox"/> 65	<input type="checkbox"/> 66	<input type="checkbox"/> 67	<input type="checkbox"/> 68	<input type="checkbox"/> 69	<input type="checkbox"/> 70	<input type="checkbox"/> 71	<input type="checkbox"/> 72	<input type="checkbox"/> 73

Total Hours for Week # 1:

Week 2 Sunday Date: _____

Day	Date	Time IN	A/P	Time OUT	A/P	Total Hours	Tasks											
Sunday							<input type="checkbox"/> 9	<input type="checkbox"/> 28	<input type="checkbox"/> 32	<input type="checkbox"/> 33	<input type="checkbox"/> 34	<input type="checkbox"/> 35	<input type="checkbox"/> 36	<input type="checkbox"/> 37	<input type="checkbox"/> 38	<input type="checkbox"/> 39	<input type="checkbox"/> 40	<input type="checkbox"/> 41
Monday							<input type="checkbox"/> 42	<input type="checkbox"/> 44	<input type="checkbox"/> 63	<input type="checkbox"/> 65	<input type="checkbox"/> 66	<input type="checkbox"/> 67	<input type="checkbox"/> 68	<input type="checkbox"/> 69	<input type="checkbox"/> 70	<input type="checkbox"/> 71	<input type="checkbox"/> 72	<input type="checkbox"/> 73
Tuesday							<input type="checkbox"/> 9	<input type="checkbox"/> 28	<input type="checkbox"/> 32	<input type="checkbox"/> 33	<input type="checkbox"/> 34	<input type="checkbox"/> 35	<input type="checkbox"/> 36	<input type="checkbox"/> 37	<input type="checkbox"/> 38	<input type="checkbox"/> 39	<input type="checkbox"/> 40	<input type="checkbox"/> 41
Wednesday							<input type="checkbox"/> 42	<input type="checkbox"/> 44	<input type="checkbox"/> 63	<input type="checkbox"/> 65	<input type="checkbox"/> 66	<input type="checkbox"/> 67	<input type="checkbox"/> 68	<input type="checkbox"/> 69	<input type="checkbox"/> 70	<input type="checkbox"/> 71	<input type="checkbox"/> 72	<input type="checkbox"/> 73
Thursday							<input type="checkbox"/> 9	<input type="checkbox"/> 28	<input type="checkbox"/> 32	<input type="checkbox"/> 33	<input type="checkbox"/> 34	<input type="checkbox"/> 35	<input type="checkbox"/> 36	<input type="checkbox"/> 37	<input type="checkbox"/> 38	<input type="checkbox"/> 39	<input type="checkbox"/> 40	<input type="checkbox"/> 41
Friday							<input type="checkbox"/> 42	<input type="checkbox"/> 44	<input type="checkbox"/> 63	<input type="checkbox"/> 65	<input type="checkbox"/> 66	<input type="checkbox"/> 67	<input type="checkbox"/> 68	<input type="checkbox"/> 69	<input type="checkbox"/> 70	<input type="checkbox"/> 71	<input type="checkbox"/> 72	<input type="checkbox"/> 73
Saturday							<input type="checkbox"/> 9	<input type="checkbox"/> 28	<input type="checkbox"/> 32	<input type="checkbox"/> 33	<input type="checkbox"/> 34	<input type="checkbox"/> 35	<input type="checkbox"/> 36	<input type="checkbox"/> 37	<input type="checkbox"/> 38	<input type="checkbox"/> 39	<input type="checkbox"/> 40	<input type="checkbox"/> 41
							<input type="checkbox"/> 42	<input type="checkbox"/> 44	<input type="checkbox"/> 63	<input type="checkbox"/> 65	<input type="checkbox"/> 66	<input type="checkbox"/> 67	<input type="checkbox"/> 68	<input type="checkbox"/> 69	<input type="checkbox"/> 70	<input type="checkbox"/> 71	<input type="checkbox"/> 72	<input type="checkbox"/> 73

Total Hours for Week # 2:

Employee Signature: _____ Date _____

Employer's Signature: _____ Date _____

SeniorsPlus

EIM Payment Schedule

Calendar Year 2011/2012

8 Falcon Rd
 Lewiston, ME. 04240
 Phone: (800) 427-1241 X 3396
 Fax: (207) 513-3747



NOTE: Checks are mailed every other Monday.

Direct Deposit (EFT) payments are issued to the bank every other Tuesday morning; payment should be received in your account one to two days later. On Monday holidays, checks

are mailed The Tuesday following the Holiday and EFTs are issued to the bank on the same schedule.

Pay Period		Timesheets Received by:	Checks Mailed/EFT Issued on:
Start (Sunday)	End (Saturday)	Deadline (Wednesday)	Payroll (Monday)
October 23, 2011	November 5, 2011	November 9, 2011	November 14, 2011
November 6, 2011	November 19, 2011	November 23, 2011	November 28, 2011
November 20, 2011	December 3, 2011	December 7, 2011	December 12, 2011
December 4, 2011	December 17, 2011	December 21, 2011	December 26, 2011
December 18, 2011	December 31, 2011	January 4, 2012	January 9, 2012
January 1, 2012	January 14, 2012	January 18, 2012	January 23, 2012
January 15, 2012	January 28, 2012	February 1, 2012	February 6, 2012
January 29, 2012	February 11, 2012	February 15, 2012	February 20, 2012
February 12, 2012	February 25, 2012	February 29, 2012	March 5, 2012
February 26, 2012	March 10, 2012	March 14, 2012	March 19, 2012
March 11, 2012	March 24, 2012	March 28, 2012	April 2, 2012
March 25, 2012	April 7, 2012	April 11, 2012	April 16, 2012
April 8, 2012	April 21, 2012	April 25, 2012	April 30, 2012
April 22, 2012	May 5, 2012	May 9, 2012	May 14, 2012
May 6, 2012	May 19, 2012	May 23, 2012	May 28, 2012
May 20, 2012	June 2, 2012	June 6, 2012	June 11, 2012
June 3, 2012	June 16, 2012	June 20, 2012	June 25, 2012
June 17, 2012	June 30, 2012	July 4, 2012	July 9, 2012
July 1, 2012	July 14, 2012	July 18, 2012	July 23, 2012
July 15, 2012	July 28, 2012	August 1, 2012	August 6, 2012
July 29, 2012	August 11, 2012	August 15, 2012	August 20, 2012
August 12, 2012	August 25, 2012	August 29, 2012	September 3, 2012
August 26, 2012	September 8, 2012	September 12, 2012	September 17, 2012
September 9, 2012	September 22, 2012	September 26, 2012	October 1, 2012
September 23, 2012	October 6, 2012	October 10, 2012	October 15, 2012
October 7, 2012	October 20, 2012	October 24, 2012	October 29, 2012
October 21, 2012	November 3, 2012	November 7, 2012	November 12, 2012
November 4, 2012	November 17, 2012	November 21, 2012	November 26, 2012
November 18, 2012	December 1, 2012	December 5, 2012	December 10, 2012
December 2, 2012	December 15, 2012	December 19, 2012	December 24, 2012
December 16, 2012	December 29, 2012	January 2, 2013	January 7, 2013