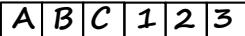
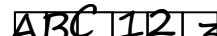


TIMESHEET INSTRUCTIONS

Make sure your timesheet is filled out completely and correctly. All entries must be printed neatly inside the boxes, without touching any border (see examples below). AM/PM bubbles must be filled completely. If letters or numbers are not within the boxes, or are not readable, payment may be delayed. Each shift worked must include Service Date, Time In with AM/PM, Time Out with AM/PM, and Service Code.

Want to avoid the hassle of paper timesheets? Enter your time the quick, easy, and secure way by visiting us at <http://consumerdirectwi.com> and clicking on "My Direct Care"! Contact us and we'll help you get started!

Shade circles completely, like this:  **Not like this:**   
Fill boxes like this:  **Not like this:** 

1. Employee Name. Print Employee's name.

2. Employee ID. Seven digit employee ID number.

3. Participant Name. Print Participant's name.

4. Participant ID. Seven digit participant ID number.

5. Sunday that started your work week. The date of the Sunday at the beginning of the work week, in MM/DD/YY format. For example, if the first day of the week you worked was Tuesday, 10/23/18, then this would be 10/21/18.

6. Service Date. The date that services were provided, in MM/DD format.

7. Time In. The time your shift began, in **HH:MM** format. Round to the nearest 15 min. Choose **AM** or **PM** by filling in the correct circle.

8. Time Out. The time your shift ended, in **HH:MM** format. Round to the nearest 15 min. Choose **AM** or **PM** by filling in the correct circle.

9. Service Code. The code for the service you performed this shift. Start your code in the **FIRST** box. Leave any extra boxes empty.

10. Hospitalized. Check No or Yes. If Yes list dates in the space provided.

11. Employee Signature.



Wisconsin TIME SHEET



Sunday that started your work week
5  /  / 

Employee Name (Please Print)	Employee ID	Member Name (Please Print)	Member ID		
1	2	3	4		
6  /  7 		8 		9 	
Service Date Min - Round to nearest 15 min <input type="radio"/> 0 <input type="radio"/> 15 <input type="radio"/> AM <input type="radio"/> 30 <input type="radio"/> 45 <input type="radio"/> PM		Time In Hour Min - Round to nearest 15 min <input type="radio"/> 0 <input type="radio"/> 15 <input type="radio"/> AM <input type="radio"/> 30 <input type="radio"/> 45 <input type="radio"/> PM		Time Out Hour Min - Round to nearest 15 min <input type="radio"/> 0 <input type="radio"/> 15 <input type="radio"/> AM <input type="radio"/> 30 <input type="radio"/> 45 <input type="radio"/> PM	
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