

## Timesheet Requirements and Frequently Made Mistakes

### Timesheets need to include

- Client's name (legal name, not nickname)
- Employee's name (legal name, not nickname)
- Contact phone number
- Date and time of service (need to use AM or PM)
- Pay period time frame (1<sup>st</sup> -15<sup>th</sup> or 16<sup>th</sup> -30<sup>th</sup> /31<sup>st</sup> )
- Progress notes to match the date and time of service
- Total hours/units worked daily
- Use of 15 minute time increments (:15, :30, :45)
- One date per line (if worked past 12 AM/Midnight start a new date line as of 12AM)
- Signature of employee
- Signature of employer/guardian/authorized person
- Signature date
- Designated amount of overtime or holiday if to be paid, it needs to be marked on the timesheet (if your budget allows for them)
- No use of white out, to make corrections draw a single line through it and initial mistake. Make correction on the next line

### Frequently made mistakes

- Illegible handwriting
- Missing AM or PM
- Submission not clear (too dark, too light, blurry)
- Overlapping dates/times with another employee
- Late submission
- Employee not compliant with Medicaid requirements
- Overlapping pay periods (the 16<sup>th</sup> is included on 1<sup>st</sup> -15<sup>th</sup> submission)
- Missing signature/date
- Use of white out

### CAUTION

Timesheets are the only tool we have for submitting clean claims for billing to CMH. If the timesheet contains errors, we will not be able to pay against the dates in question. If the employee is not a qualified employee under the Medicaid standards and submits hours for Medicaid services, we will reject their timesheet and the employer will need to find other funds to pay the timesheet.