

## How to avoid making a mistake on a Paper Timesheet

When submitting *timesheets on paper*, review the below **Dos and Do Nots**.

<u><b>DO</b></u>	<u><b>DO NOT</b></u>
<b>Do</b> fill in the timesheet carefully and clearly. Remember it is being read by a machine. Write neatly so that the timesheet can be read.	<b>Do not</b> cross out any information or write within the margins. Instead use a new, clean timesheet. If the timesheet cannot be read properly, the payment may be delayed.
<b>Do</b> fill in all required fields. The IP will not be paid on time unless all of the required fields are completed.	<b>Do not</b> submit a timesheet via email or fax to any fax number other than the one on the timesheet.
<b>Do</b> use separate timesheets for each of the Clients/Employers. If the IP works with more than one Client/Employer, make sure to use separate timesheets for each.	<b>Do not</b> use lightly colored ink or a pencil to fill out a timesheet. Use a black pen only.
<b>Do</b> submit a timesheet the day after the pay period ends in order to get paid on time. Submit the timesheet by the 16 <sup>th</sup> and the 1 <sup>st</sup> of each month worked.	<b>Do not</b> enter dashes into blank boxes.
<b>Do</b> check a task for each line item of time completed. Each day worked requires that the user checks authorized task(s) the IP completed during that time.	<b>Do not</b> write additional items if they are not the tasks listed within the client support plan. The tasks designated are the ones the client is approved to receive.
<b>Do</b> use dates that are within the payment pay period.	<b>Do not</b> submit for future dates of service – payment is based on work already done. The IP will not be paid for future dates.
<b>Do</b> ensure the timesheet is signed by the IP prior to sending in a paper timesheet.	<b>Do not</b> overlap pay periods or this may cause delay in payment for one or both pay periods.

Contact the IPOne Call Center team for help filling in a timesheet.