

How to avoid making a mistake on a Paper Timesheet

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

<u>DO</u>	<u>DO NOT</u>
Do fill in the timesheet carefully and clearly. Remember it is being read by a machine. Write neatly so that the timesheet can be read.	Do not 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.
Do fill in all required fields. The IP will not be paid on time unless all of the required fields are completed.	Do not submit a timesheet via email or fax to any fax number other than the one on the timesheet.
Do 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.	Do not use lightly colored ink or a pencil to fill out a timesheet. Use a black pen only.
Do submit a timesheet the day after the pay period ends in order to get paid on time. Submit the timesheet by the 16 th and the 1 st of each month worked.	Do not enter dashes into blank boxes.
Do 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.	Do not 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.
Do use dates that are within the payment pay period.	Do not submit for future dates of service – payment is based on work already done. The IP will not be paid for future dates.
Do ensure the timesheet is signed by the IP prior to sending in a paper timesheet.	Do not 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.