

All of these fields MUST be completed for the timesheet to be paid. This list corresponds to the picture above.

1. **Provider's Name.** This is the same as the old timesheet. Enter the name of the person providing services.
2. **Provider ID.** This is the ID given to the provider. With the change from GNRC to Options, we issued all of the providers new IDs. If you don't remember your ID, please call Customer Service.
3. **Participant's Name.** This is the same as the old timesheet. Enter the name of the person receiving services.
4. **Participant's ID.** This is the Consumer's ID number. This is the same number that has always been entered. You will have extra boxes after the number. That is OK.
5. **Service Type.** Fill in the circle next to the service you are performing. If you provide more than one type of service, use separate timesheets. For example, use one timesheet for Attendant Care and another for Respite-Hourly. This is exactly the same as the old timesheet.
6. **Year, Month, Pay period.** This is a little different than the old timesheet. Instead of writing in the start and end date, you just fill in the year, month and then check off the pay period. If the month is a single value, enter "0" in the first box for month. For example, April will be entered as "04". There are two different pay periods: the one that runs from the first to the 15th of the month, and the one that runs from the 16th to the end of the month.
7. **Date Worked.** This is different than the old timesheet. Here you need to fill in the date that you worked. So if you worked on August 7, 2012, you would enter 07. (Since you entered the month above, we already know that it is August.)
8. **Time In/Time Out.** This is the same as the old timesheet. Enter in the time you started working and the time you finished working. Please see instructions below for entering overnight time and multiple times per day.
9. **AM/PM.** This is the same as the old timesheet. Fill in the circle indicating if you worked in the AM or PM.
10. **Date of Provider Signature.** This is the same as the old timesheet. This is the date the provider signed the timesheet.
11. **Provider Signature.** This is the same as the old timesheet. This is the signature of the provider.
12. **Date of Participant Signature.** This is the same as the old timesheet. This is the date that the consumer or consumer's representative signed the timesheet. If the month

**NEED HELP? CALL TOLL FREE AT 1-866-886-6149 or EMAIL at
TCADoptions@pcgus.com**

or day is a single value, please enter "0" in first box. For example March 3rd would be 03/03/2012.

13. Participant Signature. This is the same as the old timesheet. This is the participant or participant representative's signature. An 'X' or a mark is accepted as a signature.

General Suggestions

Below are some general suggestions for completing timesheets.

- Fill in the timesheet clearly. Remember, it is being read by a machine. If it cannot read your timesheet, it may delay your payment.
- Fill in all the required fields. You will not be paid unless all of the fields are filled in.
- Do not use colored ink. The machine has trouble reading light colors.
- Use separate timesheets for different consumers. If you work with more than one consumer, make sure you use separate timesheets.
- Do not round time. Write the exact time. Our machines will round your time.
- Do not cross out information. The machine will not read it. Use a new timesheet.
- Make sure the timesheets are good copies. The four black boxes at the corners of the timesheet must always be completely visible.

Obtaining Timesheets

You can make copies of the timesheets we give you but make sure they are full-size and not tilted or our machine will not read them.

You can call customer service and ask them to send you timesheets.

**NEED HELP? CALL TOLL FREE AT 1-866-886-6149 or EMAIL at
TCADoptions@pcgus.com**