

 Indicates a pay day if the previous timesheet was submitted and approved on time



Customer Service: 1.844.880.8702

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Week Total:
						1	=
2 Timesheet due	3	4	5	6	7	8	=
9	10	11 	12	13	14	15	=
16 Timesheet due	17	18	19	20	21	22	=
23	24	25 	26	27	28	29	=
30 Timesheet due	31						=
						Total of all weekly hours:	_____ hours used

<p>Your plan information: Budget after admin fees: \$ _____ _____ billable rate: _____/hour _____ billable rate: _____/hour</p> <p>*Reminder there are 3 pay periods in the months May & November so an additional check processing fee per employee is applied.</p>	<p>How to calculate monthly hours: Budget amount/Billable rate= Monthly Hours \$ _____/\$ _____ = _____ Hours per month Monthly hours must be used between the first and last calendar day of the month. <u>Any hours that are submitted OVER the allowed amount are the participant/employer's responsibility to pay.</u></p>	<p>Reminders: Employees may not submit hours during a participant's facility stay. All facility stays must be reported. Overtime is not available in PPP. Please remember timesheets must be submitted timely, timesheets older than 90 days will be denied.</p>
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		1	2	3	4	5	=
6	7	8 	9	10	11	12	=
13 Timesheet due	14	15	16	17	18	19	=
20	21	22 	23	24	25	26	=
27 Timesheet due	28						=
							=
						Total of all weekly hours:	_____hours used

Your plan information:

Budget after admin fees: \$ _____
 _____ billable rate: _____/hour
 _____ billable rate: _____/hour

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Any hours that are submitted **OVER** the allowed amount are the participant/employer's responsibility to pay.

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20	21	22 	23	24	25	26	=
27 Timesheet due	28	29	30	31			=
							=
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3	4	5 	6	7	8	9	=
10 Timesheet due	11	12	13	14	15	16	=
17	18	19 	20	21	22	23	=
24 Timesheet due	25	26	27	28	29	30	=
							=
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1	2	3 	4	5	6	7	=
8 Timesheet due	9	10	11	12	13	14	=
15	16	17 	18	19	20	21	=
22 Timesheet due	23	24	25	26	27	28	=
29	30	31 					=
							=
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			1	2	3	4	=	
5 Timesheet due	6	7	8	9	10	11	=	
12	13	14 	15	16	17	18	=	
19 Timesheet due	20	21	22	23	24	25	=	
26	27	28 	29	30			=	
							=	
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3 Timesheet due	4	5	6	7	8	9	=
10	11	12 	13	14	15	16	=
17 Timesheet due	18	19	20	21	22	23	=
24	25	26 	27	28	29	30	=
31 Timesheet due							=
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	1	2	3	4	5	6	=
7	8	 9	10	11	12	13	=
14 Timesheet due	16	16	17	18	19	20	=
21	22	 23	24	25	26	27	=
28 Timesheet due	29	30	31				=
							=
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September 2023

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				1	2	3	=
4	5	6 	7	8	9	10	=
11 Timesheet due	12	13	14	15	16	17	=
18	19	20 	21	22	23	24	=
25 Timesheet due	26	27	28	29	30		=
							=
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2	3	4 	5	6	7	8	=
9 Timesheet due	10	11	12	13	14	15	=
16	17	18 	19	20	21	22	=
23 Timesheet due	24	25	26	27	28	29	=
30	31						=
						Total of all weekly hours:	_____hours used

Your plan information:
 Budget after admin fees: \$ _____
 _____ billable rate: _____/hour
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13	14	15 	16	17	18	19	=
20 Timesheet due	21	22	23	24	25	26	=
27	28	29 	30				=
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11	12	13 	14	15	16	17	=
18 Timesheet due	19	20	21	22	23	24	=
25	26	27 	28	29	30	31	=
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