

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

<p>Your plan information: Budget after admin fees: 1,302.58 ___ billable rate: ___/hour ___ billable rate: ___/hour</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 this program.</p>
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Customer Service: 1.844.880.8702

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

Your plan information:
 Budget after admin fees: \$_____
 _____ billable rate: ____/hour
 _____ billable rate: ____/hour

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

Reminders:
 Employees may **NOT** submit hours during a participant's facility stay. All facility stays **MUST** be reported. Overtime is **NOT** available in this program.

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

<p>Your plan information: Budget after admin fees: \$ _____ _____ billable rate: _____/hour _____ billable rate: _____/hour</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 this program.</p>
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Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Week Total:
		1	2	3	4	5	=
6	7	8	9	10	11	12	=
13 <u>Timesheet Due</u>	14	15	16	17	18	19	=
20	21	22	23	24	25	26	=
27 <u>Timesheet Due</u>	28	29	30				=
							=
						Total of all weekly hours:	_____hours used

<p>Your plan information: Budget after admin fees: \$ _____ _____ billable rate: _____/hour _____ billable rate: _____/hour</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 this program.</p>
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Customer Service: 1.844.880.8702

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

<p>Your plan information: Budget after admin fees: \$ _____ _____ billable rate: _____/hour _____ billable rate: _____/hour</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 this program.</p>
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Customer Service: 1.844.880.8702

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

<p>Your plan information: Budget after admin fees: \$ _____ _____ billable rate: _____/hour _____ billable rate: _____/hour</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 this program.</p>
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Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Week Total:
		1	2	3	4	5	=
6 <u>Timesheet Due</u>	7	8	9	10	11	12	=
13	14	15	16	17	18	19	=
20 <u>Timesheet Due</u>	21	22	23	24	25	26	=
27	28	29	30	31			=
							=
						Total of all weekly hours:	_____hours used

<p>Your plan information: Budget after admin fees: \$ _____ _____ billable rate: _____/hour _____ billable rate: _____/hour</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 this program.</p>
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Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Week Total:
					1	2	=
3	4	5	6	7	8	9	=
<u>Timesheet Due</u>							
10	11	12	13	14	15	16	=
<u>Timesheet Due</u>							
17	18	19	20	21	22	23	=
<u>Timesheet Due</u>							
24	25	26	27	28	29	30	=
<u>Timesheet Due</u>							
31							=
						Total of all weekly hours:	_____hours used

<p>Your plan information: Budget after admin fees: \$ _____ _____ billable rate: _____/hour _____ billable rate: _____/hour</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 this program.</p>
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September 2020

Customer Service: 1.844.880.8702

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

<p>Your plan information: Budget after admin fees: \$_____</p> <p>_____ billable rate: _____/hour</p> <p>_____ billable rate: _____/hour</p>	<p>How to calculate monthly hours: Budget amount/Billable rate= Monthly Hours</p> <p>\$_____/ \$_____ = _____Hours per month</p> <p>Monthly hours must be used between the first and last calendar day of the month.</p> <p><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 this program.</p>
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Customer Service: 1.844.880.8702

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

<p>Your plan information: Budget after admin fees: \$ _____ _____ billable rate: _____/hour _____ billable rate: _____/hour</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 this program.</p>
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November 2020

Customer Service: 1.844.880.8702

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

Your plan information:

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

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.

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

Reminders:

Employees may **NOT** submit hours during a participant's facility stay. All facility stays **MUST** be reported. Overtime is **NOT** available in this program.



December 2020

Customer Service: 1.844.880.8702

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

<p>Your plan information: Budget after admin fees: \$ _____ _____ billable rate: _____/hour _____ billable rate: _____/hour</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 this program.</p>
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