

Timesheet Instructions

Filling out your Timesheet:

1. Personal Assistant/Consumer print their name in the corresponding areas.
2. “Week Of” – Personal Assistant writes the dates for Sunday through Saturday that week (payroll is always recognized as Sun-Sat).
3. Split shifts must be documented on separate timesheets.
4. To document date and time appropriately:
 - a. Write the date as “mm/dd/yy” (for example: 07/09/17 for Sunday)
 - b. Write time in/time out as “hh:mm” (for example: 8:00 or 11:00)
 - c. Circle AM/PM to identify your shift start/end time.
5. “Total Hours” – Add up your hours and put the total here.
6. Both the Personal Assistant/Consumer SIGN their name in the corresponding areas to ensure hours worked are truthful and verified by both parties.

Turning in Timesheet:

1. Please email/text a picture of your timesheet to: CDPAP@trustedchoicehomecare.com
2. Alternately, you can also fax your timesheet to: 716-235-1755
3. When taking a picture of your timesheet, please ensure it shows the whole timesheet and is legible. Ensure there are no other objects in the picture.
4. Photos of timesheets are due in by Monday 12pm for the week prior.
5. *Very important!* After taking a photo of your timesheet for submission on Monday by 12pm, you must also mail in your original timesheet to the office address by Thursday same week:

Trusted Choice Homecare
500 Seneca St, Suite 501
Buffalo, NY 14204

Please note:

Failure to comply with the above requirements will result in the inability of Trusted Choice Homecare to process your hours for payroll.