

## PICS Fax Timesheet Instructions / Tips

In order for your fax timesheet to process timely, it is very important that you follow these directions carefully...

1. PRINT NEATLY! Use CAPITAL letters and print your numbers neatly...

INCORRECT → 

J	o	h	n
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 CORRECT → 

J	O	H	N
---	---	---	---

2. KEEP ALL LETTERS and NUMBER well inside the lines.

INCORRECT → 

1	2	3	4
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 CORRECT → 

1	2	3	4
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3. The Pay Period Start Date should be a Thursday
4. Time In and Time Out should be in 15 minute increments (ie. 00, 15, 30, 45)

INCORRECT → 

	8	:	5	0
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 CORRECT → 

	8	:	3	0
--	---	---	---	---

5. Total hours is for each day you worked. If you worked 4 hours and 30 minutes, enter 4.50

INCORRECT → 

	4	.	3	0
--	---	---	---	---

 CORRECT → 

	4	.	5	0
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6. If you did not work that day... DO NOT put anything in (don't even cross it out)
7. S/R/H/C refers to the type of hours your worked. (S=Staffing, R=Respite, H=Homemaker, C=Chore)
8. SIGN and DATE the timesheets
9. Be careful when you fax it in and make sure it goes through the fax machine straight
10. If you work from 10:00pm, Fri to 6:00am, Sat... you will need to enter 10:00pm to 12:00 on Friday, and 12:00am to 6:00 on Saturday.