

# West-Central Independent Living Solutions

## Attendant Timesheet Checklist

### In Order to Avoid Common Errors and thus Frustrating Processing Delays...

- Dates on the timesheet must be completed according to the consumer's payroll cycle schedule.
- Dates must be filled in for all days that the attendant works.
- Dates must be correct for all days that the attendant works.
- Times in and out must be filled in for all days that the attendant works.
- Times in and out must be legible for all days that the attendant works.
- Either AM or PM must be circled for each time recorded on the timesheet.
- Daily totals must be filled in for all days that the attendant works.
- Daily totals must be legible for all days that the attendant works.
- Daily totals must match the times in and out for all days that the attendant works.
- The consumer must sign for each day that the attendant works.
- The attendant must sign for each day that the attendant works.
- The consumer must initial each shift if the attendant works more than one shift in a day.
- The attendant must initial each shift if the attendant works more than one shift in a day.
- At least one task must be marked for each day that the attendant works.
- Pencil may not be used to complete any part of the timesheet.
- White-out may not be used to correct any part of the timesheet.
- All corrections and changes must be initialed by the consumer.