

Self Determination Timesheet Instructions

- ① Time worked should be recorded according to GT Financials payroll schedule
- ② Enter employee's First Name
- ③ Enter employee's Last Name
- ④ Enter the last four digits of employee's social security number
- ⑤ Enter the Month and Day of each time the employee worked
- ⑥ A Service Type is required for each day worked
- ⑦ Enter the time in and time out for each day worked. This must equal the total hours for that day. If this is incorrect, GT Financial will adjust the total hours according to the hours worked. Hours must be recorded in 15 minute increments. (ex: 1:00, 1:15, 1:30, 1:45)
- ⑧ Indicate **A** for am or **P** for pm
- ⑨ List the general job duties performed
- ⑩ Total all of your hours worked. If this is incorrect, GT Financial will adjust the hours to add up correctly.
- ⑪ Employee must sign and date the timesheet after the last day has been worked
- ⑫ Person Receiving Services or authorized Representative sign and date after the last day worked

Other important information

- Please write clearly with black ink in each box to help avoid problems.
- Timesheets can not be submitted *before* all of the hours have been worked.
- Employees may not turn in hours for the same time period. These are considered 'overlapping hours' and the person receiving services will be contacted to correct the timesheets.
- Employees may not turn in time while the person receiving services is hospitalized or in a nursing facility.
- You do not have to wait until the due date to fax in your timesheets. Our fax machines are capable of accepting faxes 24 hours a day, 7 days a week.
- Timesheets are accepted until 5 pm (Eastern Standard Time) on the due date indicated on the payroll schedule. Late timesheets will be held until the next pay period. CLS Oakland timesheets due by 3pm
- We encourage employees to call the office to verify that their fax was received regardless of a fax machine confirmation