



# Preferred Home Care Services

## 612-501-2273

**Timesheet Fax: 1-888-981-3917**

**Timesheet email: [timesheet@preferredhomecareservices.com](mailto:timesheet@preferredhomecareservices.com)**

1. Timesheets are due by 5 PM on appropriate Wednesday.
2. Timesheets must be legible. If completing by hand make sure to use your best handwriting in black ink.
3. No white out. Do not white out previously date timesheets.
4. Timesheets must contain the dates in consecutive order with the day, month and year.
5. You must indicate the activities completed on a day daily basis.
6. You must indicate the time-in and time-out with AM or PM designated.
7. You and the recipient must sign and date the timesheet.
8. The timesheet must have the recipients MA number or date birth and your Provider number.

<b>PAY PERIOD</b>	<b>TIMESHEET DUE</b>	<b>PAYDAY</b>
12/24/18-01/06/19	01/09/19	01/16/19
01/07/19-01/20/19	01/23/19	01/30/19
01/21/19-02/03/19	02/06/19	02/13/19
02/04/19-02/17/19	02/20/19	02/27/19
02/18/19-03/03/19	03/06/19	03/13/19
03/04/19-03/17/19	03/20/19	03/27/19
03/18/19-03/31/19	04/03/19	04/10/19
04/01/19-04/14/19	04/17/19	04/24/19
04/15/19-04/28/19	05/01/19	05/08/19
04/29/19-05/12/19	05/15/19	05/22/19
05/13/19-05/26/19	05/29/19	06/05/19
05/27/19-06/09/19	06/12/19	06/19/19
06/10/19-06/23/19	06/26/19	07/03/19
06/24/19-07/07/19	07/10/19	07/17/19
07/08/19-07/21/19	07/24/19	07/31/19
07/22/19-08/04/19	08/07/19	08/14/19
08/05/19-08/18/19	08/21/19	09/28/19
08/19/19-09/01/19	09/04/19	09/11/19
09/02/19-09/15/19	09/18/19	09/25/19
09/16/19-09/29/19	10/02/19	10/09/19
09/30/19-10/13/19	10/16/19	10/23/19
10/14/19-10/27/19	10/30/19	11/06/19
10/28/19-11/10/19	11/13/19	11/20/19
11/11/19-11/24/19	11/27/19	12/04/19
11/25/19-12/08/19	12/11/19	12/18/19
12/09/19-12/22/19	12/25/19	01/01/20
12/23/19-01/05/20	01/08/20	01/15/20