

## Time Sheet Procedures

**Time Sheets are DUE every Monday by 12:00 PM after the end of your Pay Period**

**Submit Time Sheets via Email or Fax:**

**Email:** [payroll@hragroup.net](mailto:payroll@hragroup.net)

**Fax:** (844) 830-9426

### 1) Time Sheet Preparation:

**Make sure your Time Sheet is legible:**

- Take your time when completing the Time Sheet.
- Use only Blue or Black Ink Pens.
- Print/Write all information clearly,
- Stay within the lines and boxes.

The payroll Operators will not input numbers or codes if they are not clear and legible. If the Operators cannot read your Time Sheet(s), It will be returned to you. Process and Payment of your wages may be delayed.

**Fill in the Pay Period Dates at the top of your Time Sheet:**

- Please refer to the published payroll schedule for the correct payroll period dates.

**Report your time in the correct format:**

- Be sure to indicate AM and PM.
- Report your time in fifteen (15) minute increments.
- Round up or down to the next 15 minutes.
- Example:  
If you arrive at 8:13 AM, you should clock in at: 8:15 AM.  
If your shift is coming to an end at 2:43 PM, you should clock out at 2:45 PM.

**Section A:** Make sure your Time IN and Time Out equal the Total Hours for each day; be sure to include all the Hours and Per Diem units worked during the pay period.

**Section A:** Add the Total Hours (CLS, Training, Other Misc.) worked in a pay period and put the total in the box at the bottom of the Time Sheet (Section A).

**Section B:** Add the Total Hours by each Code in Section B and put the Total in the Box at the bottom of the appropriate column of the Time Sheet.

**Section C:** Use this for Per Diem. Put the Total Number of Per Diem units worked in the box at the bottom of the Time Sheet.

- 1 Per Diem Unit = 1 Day (Regardless of the number of hours worked during that day).

**Include only the HOURS you worked.**

- It is Medicare Fraud to report hours you did not work.
- Note: You cannot report CLS hours while the Individual you are providing services to is hospitalized or in a mental facility such as: Hospital, Nursing Home or Rehabilitation Facility.

**Indicate the correct service code for each hour and for each day/unit worked.**

- If you are unsure about which service code you should use, please contact Payroll Services at (734) 513-2731.

**Complete each required section in full.**

- Do not draw lines or arrows or use ditto marks (') as you complete the sections of your Time Sheet.
- Write out all required information in all sections even if it is repeated in another section.

## Time Sheet Procedures Continued

### 2) Submit Your Time Sheet(s)

**It is important that the Employee and Employer both sign and date the Time Sheet and that it is dated in the correct date format.**

- The date must be the complete date in the format: Month, Day, and complete Year (MM/DD/YYYY).
- The Time Sheet date must be on or after the last day worked.

**Submit your Time Sheet on time.**

- The Time Sheet is due by 12:00 PM on Monday after the end of your Pay Period.
- You do not have to wait for the due date to send in your Time Sheet(s). You may send your Time Sheet(s) before the Due Date.
- Do not submit your Time Sheet(s) before all of your hours have been worked or before the end of the current pay period.

### 3) Correcting Your Time Sheet(s)

**Do not make corrections on your Time Sheet.**

- Note: Medicaid regulations require a "clean information" invoice from (Time Sheet), WITHOUT EXCEPTION. Crossing out incorrect information, writing over incorrect information, or using White Out then writing over that space is NOT ACCEPTABLE.
- If you make an error on your Time Sheet, Discard the incorrect Time Sheet and redo a correct Time Sheet. Send in the correct Time Sheet Only.

**If your Time Sheet is incorrect, send in a corrected Time Sheet.**

- If you send in a Time Sheet and realize there is incorrect information on the Sheet, notify the Payroll Department and send in a corrected Time Sheet as soon as you can.
- New Time Sheet must be completely filled out, not just the corrected information and write "CORRECTED" across the top of the Time Sheet.

### 4) Additional Notes About Your Time Sheet

- Submit only one (1) Time Sheet per pay period.
- You will have access to your payroll information through a secured web portal.

### 5) Late Submission

**If you are late submitting your Time Sheet or your "CORRECTED" Time Sheet, you will not be paid until the next pay period.**

**Any questions, please contact Payroll Department at (734) 513-2731 or payroll@hragroup.net.**

#### **Note:**

**Your Time Sheet is an official record of your hours (CLS Units) worked. It is the basis for your pay. Therefore, it is imperative that your Time Sheet be clear and accurate.**

#### **Notice:**

**Any person who knowingly files a statement of claim (i.e., a Time Sheet) containing any false or misleading information or any misrepresentation may be guilty of a criminal act punishable under law and may be subject to civil penalties.**