

## Attendant Timesheet Instructions

**Purpose of form:** The Attendant Timesheet is used to document and certify the Attendant's hours.

### Instructions

1. Write the Attendant's number.
2. Write the Period Beginning and End dates. Time worked should be recorded following the payment schedule.
3. Write the Consumer's name. The Consumer is the person receiving the services.
4. Write the Attendant's name. The Attendant is the person providing the services.
5. Write the month and day of each time the Attendant worked. The first day of each pay period is Sunday.
6. Write the start time and stop time for each day the Attendant worked.
  - a. Two sets of start and stop time columns are provided for those who work twice in the same day.
  - b. If the Attendant works only one time per day, use only one set of start and stop time columns.
  - c. Remember to write AM or PM for each time written.
  - d. Hours must be recorded in 15-minute increments (i.e. 1:00 PM, 1:15 PM, 1:30 PM, 1:45 PM).
7. Add the total number of hours together for both sets of columns. Write the number in the Total Hours column.
8. Add the total number of hours worked for each week. Write the number on the total hours for week 1 line.
9. Repeat steps 5 – 8 for week 2.
10. Total the hours worked for both weeks. Write the number on the total hours for both weeks line.
11. The Attendant signs the timesheet.
12. The Consumer or legal representative signs the timesheet.
13. The timesheet must be dated after the Attendant's last shift on the last day worked.

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### Helpful Hints

- Please write clearly with black ink.
- Timesheets cannot be submitted before all of the hours have been worked.
- The Attendant may not submit timesheets while the Consumer is hospitalized, in a nursing facility or receiving services through another state program.
- The payroll week begins on Sunday and ends on Saturday.
- The submitted hours must not exceed the weekly hours approved by NC Independent Living.
- Timesheets are accepted until 11:59 PM (Eastern Standard Time) on the due date.
- Late timesheets will be held until the next pay period.

## Sample Attendant Timesheet

Attendant Number: XXXXXX

Period Begins: 08/10/14 Consumer Name: John Doe

Period Ends: 08/23/14 Attendant Name: Jane Doe

Day of Week	Date mo/day	Start time hh:mm am/pm	Stop time hh:mm am/pm	Start time hh:mm am/pm	Stop time hh:mm am/pm	Total Hours hh:mm
SUNDAY	08/10	8 AM	12 PM	1:30 PM	4 PM	6.5
MONDAY						
TUESDAY						
WEDNESDAY						
THURSDAY						
FRIDAY						
SATURDAY						

Total hours for week 1: 6.5

SUNDAY	08/17	8 AM	12 PM	1:15 PM	4 PM	6.75
MONDAY						
TUESDAY						
WEDNESDAY						
THURSDAY						
FRIDAY	08/22	8:30 AM	12 PM			3.5
SATURDAY						

Total hours for week 2: 10.25

Total hours for both weeks: 16.75

1. Write Attendant number.

2. Write period dates.

3. Write Consumer name.

4. Write Attendant name.

5. Write month and day worked.

6. Write start and stop time for each day worked.

7. Add total hours.

8. Add total hours for the week.

9. Repeat 5-8 for week 2.

10. Total hours for both weeks.

11. Attendant signs.

12. Consumer signs.

13. Date must be after last shift worked.

I certify that I worked the hours shown on this timesheet on the days indicated, and that this timesheet has been signed by the person receiving the services or his or her legal representative.

Attendant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

As the person receiving the services, I certify that the Attendant's hours shown on this timesheet are correct and that the work was performed satisfactorily.

Consumer Signature: \_\_\_\_\_ Date: \_\_\_\_\_