



IRIS Participant-Hired Worker Timesheet

Participant-Hired Worker Number:

Participant-Hired Worker Name: _____

Participant Name:

Pay Period End Date:

Instructions:

- Only one pay period per timesheet
- Time must be recorded in 15-minute increments
For example: 01:00, 01:15, 01:30, 01:45
- Check “AM” or “PM” for each line (noon = 12 PM)

SUBMIT TIMESHEETS:

Fax: 414-937-2034

Email: IRIS.TimeReports@iLIFE.org

Mail: iLIFE, P.O. Box 80439, Milwaukee, WI 53208

Dropbox: 2020 W. Wells St., Milwaukee, WI 53233

Note: If you make a mistake, cross it out. **Do Not use whiteout, tape or glue.** Write the correction on a new line or start a new timesheet.

The Participant and Participant-Hired Worker certify that the information provided on this timesheet is a true and accurate statement of the services provided. To be processed, the timesheet must include the Participant-Hired Worker number, service code, dates of service, start and end times, dated Participant-Hired Worker signature and dated Participant signature.

Participant-Hired

Date:

**Participant
Signature:** _____ **Date:** _____

Date:

Please use the section below to calculate the totals by service code for each week, and then the total hours for all services for each week.

NOTE: This section is for reference only. iLIFE will calculate payment based on the daily in and out entries listed in the tables below.

Service Code	Week 1	Week 2
TOTAL HOURS		

Participant-Hired Workers may not be paid more than the service amount authorized on the Participant's plan.

Late timesheets are processed the next pay period.

Please call iLIFE at 888-800-5599 with questions on how to fill out this form.

Common Service Code Abbreviations			
Supportive Home Care - Routine	SHC	Supportive Home Care - Chores	C
Daily Living Skills	DLS	Personal Care	PC
Supportive Home Care - Companion Care	CC	Respite	R



Choice. With Confidence.

2026 IRIS Payroll Payment Schedule

Pay Period	Pay Period Start Date Sunday at 12:00 AM	Pay Period End Date Saturday at 11:59 PM	Due Date Friday	Pay Date Friday
P1	11/30/2025	12/13/2025	12/19/2025	1/2/2026
P2	12/14/2025	12/27/2025	1/2/2026	1/16/2026
P3	12/28/2025	1/10/2026	1/16/2026	1/30/2026
P4	1/11/2026	1/24/2026	1/30/2026	2/13/2026
P5	1/25/2026	2/7/2026	2/13/2026	2/27/2026
P6	2/8/2026	2/21/2026	2/27/2026	3/13/2026
P7	2/22/2026	3/7/2026	3/13/2026	3/27/2026
P8	3/8/2026	3/21/2026	3/27/2026	4/10/2026
P9	3/22/2026	4/4/2026	4/10/2026	4/24/2026
P10	4/5/2026	4/18/2026	4/24/2026	5/8/2026
P11	4/19/2026	5/2/2026	5/8/2026	5/22/2026
P12	5/3/2026	5/16/2026	5/22/2026	6/5/2026
P13	5/17/2026	5/30/2026	6/5/2026	Thursday 6/18/2026
P14	5/31/2026	6/13/2026	6/19/2026	7/3/2026
P15	6/14/2026	6/27/2026	7/3/2026	7/17/2026
P16	6/28/2026	7/11/2026	7/17/2026	7/31/2026
P17	7/12/2026	7/25/2026	7/31/2026	8/14/2026
P18	7/26/2026	8/8/2026	8/14/2026	8/28/2026
P19	8/9/2026	8/22/2026	8/28/2026	9/11/2026
P20	8/23/2026	9/5/2026	9/11/2026	9/25/2026
P21	9/6/2026	9/19/2026	9/25/2026	10/9/2026
P22	9/20/2026	10/3/2026	10/9/2026	10/23/2026
P23	10/4/2026	10/17/2026	10/23/2026	11/6/2026
P24	10/18/2026	10/31/2026	11/6/2026	11/20/2026
P25	11/1/2026	11/14/2026	11/20/2026	12/4/2026
P26	11/15/2026	11/28/2026	12/4/2026	12/18/2026
P27	11/29/2026	12/12/2026	12/18/2026	Wednesday 12/30/2026

- Each pay period begins on the listed Sunday at 12:00 AM and ends two weeks later on the listed Saturday at 11:59 PM.
- Timesheets may be submitted from the pay period end date to the due date.
- Please make sure the timesheet is complete and correct before submitting it to iLIFE.

Submit Timesheets by:

Email: IRIS.TimeReports@iLIFE.org
Fax: 414-937-2034
Mail: P.O. Box 80439, Milwaukee, WI 53208
Milwaukee Drop Box: 2020 W. Wells St., Milwaukee, WI 53233