

OVERVIEW: This reference guide provides important information and step-by-step instructions for completing the IRIS Participant-Hired Worker In/Out Timesheet. Please visit our website at ilife.org/forms/iris-forms/iris-in-out-timesheet/ to review additional instructional materials. **For additional assistance**, please contact iLIFE Customer Service by calling **888-800-5599**, email us at **IRIS@iLIFE.org**, or visiting ilife.org to connect with an agent using **Live Chat**.

IMPORTANT INFORMATION

- Each timesheet should be between one Participant and one Participant-Hired Worker.
- Double-check you have entered the correct Participant Name, Participant-Hired Worker Name, and the Participant-Hired Worker Number.
- Enter the dates of services with the correct pay period end dates
Note: *Pay schedules can be found at: <https://ilife.org/forms/iris-forms/>*
 - » Please enter dates in order
 - » Please only submit one pay period per timesheet
- **Note:** *For each Participant to whom you worked in the 2-week pay period, submit a timesheet showing each service provided to that Participant. If you worked for 2 Participants in that pay period, you will submit 2 timesheets – one for each Participant.*
- Enter **separate lines for different services**.
Ex: One line for PC and one line for SHC
- Enter **Start/End times for each service** provided:
 - » If providing overnight services, split up the hours over the two dates:
Ex: Personal Care (PC) services were from Tuesday 9/26 at 10 PM to Wednesday 9/27 at 5 AM
Enter times over two dates:
9/26: 10 PM - 12 AM *and* **9/27:** 12 AM - 5 AM
- Start/End Times should be entered at the closest 15-minute mark:
Ex: 12:07 PM should be rounded down to 12:00 PM
12:08 PM should be rounded up to 12:15 PM
12:22 PM should be rounded down to 12:15 PM
12:23 PM should be rounded up to 12:30 PM
12:37 PM should be rounded down to 12:30 PM
12:38 PM should be rounded up to 12:45 PM
12:52 PM should be rounded down to 12:45 PM
12:53 PM should be rounded up to 1:00 PM
- All time entries must include an **AM** or **PM**.
- **Note:** *Midnight should be entered as 12:00 AM and noon as 12:00 PM.*
- Hours Worked should be entered in **quarter-hour increments**:
Ex: 15 min. = .25
30 min. = .50
45 min. = .75
- Total Hours for each week should be added correctly and separated by service code. We recommend using a calculator to avoid errors. **Note:** *This section is for reference only. iLIFE will calculate payment based on the daily in-and-out entries listed in the tables with the Start Times and End Times.*
- **Signature Dates must be on or after the last dates of service** to be valid.



IRIS Participant-Hired Worker Timesheet Reference Guide

IRIS Participant-Hired Worker In/Out Timesheet Sample



IRIS Participant-Hired Worker Timesheet

Participant-Hired Worker Number: 123456

Participant-Hired Worker Name: John Doe

Participant Name: Jane Smith

Pay Period End Date: 10/07/2023

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
SHC	7.25	6.75
PC	11.50	3.00
CC		8.00
TOTAL HOURS	18.75	17.75

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" as appropriate for each line

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

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

Date Worked	Start Time	AM	PM	End Time	AM	PM	Hours Worked	Service Code
09/24	10:00	X		12:15		X	2.25	SHC
09/24	01:15		X	01:45		X	0.50	PC
09/24	02:15		X	03:15		X	1.00	PC
09/25	10:00	X		11:00		X	1.00	SHC
09/25	01:00		X	02:00		X	1.00	SHC
09/25	03:00		X	04:00		X	1.00	SHC
09/26	04:00	X		05:00		X	1.00	SHC
09/26	05:00	X		06:00		X	1.00	PC
09/26	07:00	X		08:00		X	1.00	PC
09/26	10:00		X	12:00		X	2.00	PC
09/27	12:00	X		05:00		X	5.00	PC
09/27	06:00		X	07:00		X	1.00	SHC
09/30	11:00		X	12:00		X	1.00	PC
10/01	12:00	X		02:00		X	2.00	PC
10/03	03:00		X	05:45		X	2.75	SHC
10/03	11:00		X	12:00		X	1.00	CC

Date Worked	Start Time	AM	PM	End Time	AM	PM	Hours Worked	Service Code
10/04	12:00	X		07:00		X	7.00	CC
10/04	07:00	X		08:00		X	1.00	SHC
10/05	03:00		X	05:00		X	2.00	SHC
10/05	06:00		X	07:00		X	1.00	SHC
10/05	11:00		X	12:00		X	1.00	PC

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 Worker Signature: John Doe Date: 10/07/2023

Participant Signature: Jane Smith Date: 10/08/2023

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

For a full list of service types and abbreviations, contact your IRIS Consultant.

⚠ IMPORTANT INFORMATION

- 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” as appropriate for each line
- Fill out each line entirely for every service performed

1. Print your Participant-Hired Worker Number, your full name, the Participant's full name, and the Pay Period Ending Date (MM/DD/YYYY)


Note: Refer to the IRIS Payroll Payment Schedule for pay period end dates.

2. For each service performed, enter the:

- Date Worked (MM/DD)
- Start Time
- Check "AM" or "PM"
- End Time
- Check “AM” or “PM”
- The **Hours Worked** for that service
- The **Service Code** for that service

3. Continue entering each service performed on a new line.

Note: Each line must be filled in with the full information for each service. Do not use an arrow to indicate repeated services. This may result in a delay of payment or possible denial of payment.


IRIS Participant-Hired Worker Time

1 Participant-Hired Worker Number: 123456

Participant-Hired Worker Name: John Doe

Participant Name: Jane Smith

Pay Period End Date: 10/07/2023

2

Date Worked	Start Time	AM	PM	End Time	AM	PM	Hours Worked	Service Code
a 09/24	b 10:00	c X		d 12:15		e X	f 2.25	g SHC
09/24	01:15		X	01:45		X	0.50	PC
09/24	02:15		X	03:15		X	1.00	PC
3 09/25	10:00	X		11:00	X		1.00	SHC
09/25	01:00		X	02:00		X	1.00	SHC
09/25	03:00		X	04:00		X	1.00	SHC
09/26	04:00	X		05:00	X		1.00	SHC
09/26	05:00	X		06:00	X		1.00	PC
09/26	07:00	X		08:00	X		1.00	PC
09/26	10:00		X	12:00	X		2.00	PC
09/27	12:00	X		05:00	X		5.00	PC
09/27	06:00		X	07:00		X	1.00	SHC
09/30	11:00		X	12:00	X		1.00	PC
10/01	12:00	X		02:00		X	2.00	PC
10/02	02:00		X	05:15		X	2.75	SHC

4. Complete the table in the upper right of the timesheet 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 with the Start Times and End Times.

- Enter the Service Code and Hours Worked for each Service Code during Week 1
- Enter the Service Code and Hours Worked for each Service Code during Week 2
- Enter the Total Hours worked for Week 1 and Week 2

5. Participant-Hired Worker signs and dates the form

6. Participant and/or Guardian review hours for accuracy and then signs and dates the form

Note: Repeat this process for each Participant you served during this pay period.

7. Submit timesheet to iLIFE:

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

iLIFE Online Portal: Visit ilife.org/programs/iris/portal/ to sign up and get started using our online submission method

Note: Refer to the IRIS Payroll Payment Schedule for timesheet submission Due Dates and Pay Dates.

- 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 last day worked to the due date.
- Please make sure the timesheet is complete and correct before submitting to iLIFE.

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
SHC	7.25	6.75
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TOTAL HOURS	18.75	17.75

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Participant-Hired Worker Signature: John Doe 5 Date: 10/07/2023
 Participant Signature: Jane Smith 6 Date: 10/08/2023