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	8.75	15.50
TOTAL HOURS	8.75	15.50

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

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
09/25	10:30	X		11:00	X		0.50	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	03:00	X		05:00	X		2.00	SHC
09/27	06:00		X	07:00		X	1.00	SHC
09/30	11:00		X	12:00	X		1.00	SHC
10/03	03:00		X	05:45		X	2.50	SHC
10/03	11:00		X	12:00	X		1.00	SHC
10/04	12:00	X		07:00	X		7.00	SHC
10/04	09:00	X		10:00	X		1.00	SHC
10/05	03:00		X	05:00		X	2.00	SHC
10/06	06:00	X		08:00	X		2.00	SHC

Date Worked	Start Time	AM	PM	End Time	AM	PM	Hours Worked	Service Code

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.			