iLIFE

Choice. With Confidence.

TIMESHEET TIPS

Empower yourself to be successful with IRIS and iLIFE.

iLIFE PORTAL

Submitting timesheets is even easier with the iLIFE Portal! Send and review timesheets online, and get up-to-date budget information.

- Call 1-888-800-5599 to sign up or visit ilife.org/programs/iris/portal/ to learn more.

HOW TO SUBMIT

When submitting your timesheet, keep a copy of the complete timesheet for your records.

Only submit your timesheet once. Timesheets may be submitted using any one of the following methods:

- Email to IRIS.TimeReports@iLIFE.org
- Mail to P.O. Box 80439, Milwaukee, WI 53208
- Fax to:
  - 414-937-2034
  - 414-908-9237
  - 414-921-1117
  - 262-735-0620
  - 715-203-0340
  - 920-227-2580
  - 888-809-1224
- Drop off at our office or at the tan iLIFE drop box at:
  2020 W. Wells St., Milwaukee, WI.
  If dropping off in our office, remember to drop off before 4:30 p.m. on the due date.

You have 6 (six) days to submit your timesheet after the pay period end date. It is recommended to submit your timesheet a few days before the due date in case extra time is needed to resubmit a correction.

HOW TO COMPLETE

- Timesheets must be accurate, complete and submitted on time.
- Every timesheet must be signed and dated by both the participant and the participant-hired worker.
- Every timesheet must include:
  - Participant-hired worker name (printed)
  - Participant-hired worker number
  - Pay Period Begins and Ends dates
  - Participant name
  - The days and hours worked
  - Service codes for hours worked
  - Total hours worked for each service
  - Participant-hired worker and participant signatures (with dates that are on or after the last day worked on the timesheet)
- Double-check each timesheet before turning it in. Incorrect or incomplete timesheets may not be processed.

IMPORTANT

Incomplete or illegible forms may not be processed for payment. If corrections are not received until after the due date, pay is not processed until the next pay period—no exceptions.

For personal care and routine supportive home care services, Electronic Visit Verification (EVV) must be submitted in addition to the timesheet to be compliant with IRIS policy.

If you have questions, please call iLIFE at 1-888-800-5599.