



**iLIFE**

Choice. With Confidence.

# TIMESHEET TIPS

**Empower yourself to be successful with IRIS and iLIFE.**

## WHEN TO SUBMIT

- Timesheets are due by 11:59 p.m. (before midnight) on the due date listed on the Payroll Payment Schedule.
- Timesheets that are not submitted on time will not be paid until the next pay period.
- Submit timesheets after you complete your last shift of the pay period. Signature dates must be on or after the last day worked.

## 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. Manual checks are no longer an option.

## 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](mailto:IRIS.TimeReports@iLIFE.org)
- Mail to P.O. Box 91760, Milwaukee, WI 53209
- 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 6100 N. Baker Road, Glendale, WI.  
If dropping off in our office, remember to drop off before 4:30 p.m. on the due date.

## 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 learn more or sign up.

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