



## Public Partnerships Paper Timesheet Instructions

Public Partnerships accepts paper timesheets by fax or mail. Timesheets are read by a machine (like the ones that read standardized tests), so it is important that you fill out these timesheets clearly and completely.

PCG PUBLIC PARTNERSHIPS, LLC ATTENDANT TIME SHEET (Fiscal Intermediary for the VA DMAS & CCC Consumer Direction Programs)

A. Attendant's Name: Jane Public B. PPL Attendant ID: E000001 E. Service Type (fill one):  
 Attendant  
 Respite  
 Companion

C. Consumer's Name: John Partnership D. Consumer's ID Number: C000001

FAX: PPL @ 888-564-1532 MAIL: PCG PUBLIC PARTNERSHIPS LLC, 4991 Lake Brook Drive, Suite G90, Glen Allen, VA 23060

F. Week 1 Begin: Thursday (mm/dd/yyyy) 04/14/2016 G. Week 2 End: Wednesday (mm/dd/yyyy) 04/27/2016

Day	Time	IN		OUT		Total Hours	
		AM	PM	AM	PM	AM	PM
Thu 14	7:00	<input checked="" type="radio"/>	<input type="radio"/>	11:59	<input checked="" type="radio"/>	4	59
Fri 15	12:00	<input type="radio"/>	<input type="radio"/>	3:00	<input type="radio"/>	3	00
Sat 16	7:00	<input type="radio"/>	<input type="radio"/>	11:59	<input type="radio"/>	16	59
Sun 17		<input type="radio"/>	<input type="radio"/>		<input type="radio"/>		
Mon 18	7:00	<input type="radio"/>	<input type="radio"/>	12:00	<input type="radio"/>	5	00
Tue 19		<input type="radio"/>	<input type="radio"/>		<input type="radio"/>		
Wed 20	7:00	<input type="radio"/>	<input type="radio"/>	2:00	<input type="radio"/>	7	00

  

Day	Time	IN		OUT		Total Hours	
		AM	PM	AM	PM	AM	PM
Thu 21	7:00	<input type="radio"/>	<input type="radio"/>	7:45	<input type="radio"/>		75
Fri 22		<input type="radio"/>	<input type="radio"/>		<input type="radio"/>		
Sat 23		<input type="radio"/>	<input type="radio"/>		<input type="radio"/>		
Sun 24	10:00	<input type="radio"/>	<input type="radio"/>	11:00	<input type="radio"/>	2	00
Mon 25		<input type="radio"/>	<input type="radio"/>		<input type="radio"/>		
Tue 26		<input type="radio"/>	<input type="radio"/>		<input type="radio"/>		
Wed 27		<input type="radio"/>	<input type="radio"/>		<input type="radio"/>		

K. Jane Public Date: 04/27/2016  
 L. Jane Public  
 M. John Partnership Date: 04/27/2016  
 N. John Partnership

USE BLACK INK, PRINT ONE CHARACTER PER BOX, FILL CIRCLES COMPLETELY, AND DO NOT TOUCH THE LINE.

### Required Fields

All of these fields MUST be completed for the timesheet to be paid. This list corresponds to the timesheet image found on the previous page.

- A. **Attendant Name:** This is the name of the attendant who is providing services to the consumer. Please print the attendant's name clearly on the line.
- B. **Attendant ID:** This ID is the Attendant ID number. This ID is generated by PPL and will start with the letter "E."
- C. **Consumer Name:** This is the name of the consumer who is receiving services.
- D. **Consumer ID:** This is the PPL Consumer ID. Use the PPL "C" number if one is assigned, otherwise use the Medicaid ID.
- E. **Service Type:** Fill in the circle for the service being provided.

- F. **Week 1 Begin Date:** This is the first day of the pay period. Your pay schedule will list these dates for you. Please enter the first day of the pay period on this line (even if you don't start work on this date).
- G. **Week 2 End Date:** This is the last day of the pay period. Your pay schedule will list these dates for you. Please enter the last day of the pay period on this line (even if your last date worked for the pay period is before this date).
- H. **Time IN:** Enter the time the attendant started working. Please remember that you MUST fill in the corresponding circle for AM or PM.
- I. **Time OUT:** Enter the time the attendant finished working. Please remember that you MUST fill in the corresponding circle for AM or PM.
- J. **Total Hours:** Fill in the total number of hours for that shift.
- K. **Date of Attendant Signature:** This should be the date that the attendant reviewed and signed the timesheet.
- L. **Attendant Signature:** Signature of the attendant who provided service on the dates worked.
- M. **Date of Employer of Record Signature:** This should be the date that the employer reviewed and signed the timesheet.
- N. **Signature of Employer:** Signature of the employer who reviewed and approved the timesheet or an individual has been given Signatory Authority to sign timesheets on behalf of the employer. PPL must have the signed Signatory Authority Form on record which permits this person to sign.

**Special Situations**

- **Working overnight:** When you work overnight (past midnight), you must complete one line for work you did before midnight and another line for work you did after midnight.

For example, say you worked overnight Friday from 9:00PM to 6:00AM. Enter the time IN as 9:00PM. Enter the time OUT for that day as 11:59PM. Now, you did not finish working at 11:59 PM, you just finished working on Friday at that time. Enter the rest of your time from 12:00AM to 6:00AM in the Saturday line.

Fri			:			AM	PM			:			AM	PM
	0	9	:	0	0	<input type="radio"/>	<input type="radio"/>	1	1	:	5	9	<input type="radio"/>	<input type="radio"/>
Sat	1	2	:	0	0	<input type="radio"/>	<input type="radio"/>			:			AM	PM
			:			<input type="radio"/>	<input type="radio"/>			:			<input type="radio"/>	<input type="radio"/>

- **Some attendants work with a consumer multiple times in one day.** You can enter two different in and out times on one timesheet, but you must enter each on a separate line. If you need to enter more than two in and out times for the same day, you will need to move onto a second timesheet for the same pay period.

For example, say you started working for Megan at 9:00AM. You helped her until 10:05AM. You left to run an errand, came back at 11:15AM, and stayed until 12:30PM. You would enter one line for each time you were providing services as shown below.

Fri	0	9	:	0	0	<input checked="" type="radio"/>	<input type="radio"/>	1	0	:	0	5	<input type="radio"/>	<input checked="" type="radio"/>
	1	1	:	1	5	<input checked="" type="radio"/>	<input type="radio"/>	1	2	:	3	0	<input type="radio"/>	<input checked="" type="radio"/>

### General Suggestions

- Fill in the timesheet clearly. Your employer will need to be able to read the timesheet clearly or your payment may be delayed.
- Fill in all the required fields. You will not be paid unless all the fields are filled in.
- Use dark ink.
- Use separate timesheets for different consumers.
- Do not round time. Write the Exact time. Our systems will round your time for you.
- If you make a mistake, use a new timesheet; do not use Whiteout.

### Obtaining Timesheets

You can download copies of the timesheets online at [www.publicpartnerships.com](http://www.publicpartnerships.com). Click on “Programs,” select Virginia from the map of the United States and click on the Consumer Directed Services Program link; a link for Timesheets is located beneath the “Program Documents” header.

### When to Send Timesheets

Timesheets MUST be submitted to us by the employer by 5:00PM on Friday immediately following the end of the pay period according to your payroll schedule A or B.

#### Example (Schedule A):

Pay Period Start Date	Pay Period End Date	Timesheet Received by 5:00PM
<b>Thursday</b>	<b>Wednesday</b>	<b>Friday</b>
1/3/2019	1/16/2019	1/18/2019

### Where to Send Timesheets

**Fax to:** 1-888-564-1532

**Mail to:** Public Partnerships LLC  
Virginia Consumer Directed Services Program  
4991 Lake Brook Drive, Suite 190 Glen Allen, VA 23060

**Questions? We're here to help. Call our Customer Service Center at 1-833-549-5672.**