

Timesheet Adjustments

Errors happen and hours or other payment units can be missed

Individual
Provider



A timesheet adjustment is a change to a previously paid timesheet.



Things that can be corrected include:

- 🕒 Adding hours worked
- 🕒 Adding hours spent taking training courses
- 🕒 Adding mileage
- 🕒 Making corrections to the date of service or service type

At this time, no changes can be made to a timesheet that would reduce the number of hours or units already paid, also called a "negative adjustment".

A timesheet should be changed, or adjusted, as soon as the provider knows about an error on the original paid timesheet. Timesheet changes should be made as soon as possible, to ensure provider payments are correct in the Individual Provider One (IPOne) system.

Getting my timesheet adjustment right!

Understanding the terminology

Original Total

This is the total number of hours on the provider's recently paid timesheet - the one being adjusted.

Adjusted Total

This is the new total number of hours the timesheet will pay out.

Total Difference

This is the amount that will be paid to the provider after the adjusted timesheet is submitted and processed.

Example:

A provider worked 35 hours of Personal Care for pay period ending 6/30/2017 and the provider forgot about one day that was worked. The total for the pay period should have been 40. The amounts will be:

Adjusted Total:	40.00
Original Total:	35.00
Total Difference:	5.00