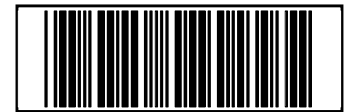




Minnesota TIME SHEET



Work weeks are Sundays through Saturdays. Time must be submitted by Monday at Midnight. Time sheets are due every week. Late time or mistakes may result in late pay. Sign the time sheet AFTER all work is complete. Advance time sheets will not be accepted.

Want to avoid the hassle of paper time sheets? Enter your time the quick, easy, and secure way at <http://CDCNPortal.com/>

Sunday that started your work week

MM / DD / YY

Employee Name (Please Print) Employee ID Participant Name (Please Print) Participant ID

Service Date	Time In		Time Out		Service Code						
	Month (MM)	Day (DD)	Hour (HH)	Min (MM)		Hour (HH)	Min (MM)				
1											
2											
3											
4											
5											
6											
7											
8											
9											
10											
11											
12											
13											

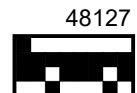
The hours and services indicated above were provided to the Participant by the Employee as recorded, in accordance with the care plan. The Participant was not in a hospital, facility, or incarcerated during this shift. I understand that falsifying this information is Medicaid Fraud and can result in program removal and/or criminal prosecution.

Employee Signature

Participant Signature

Date (MM/DD/YY)

Date (MM/DD/YY)




Timesheet Instructions

Want to avoid the hassle of paper timesheets? Enter your time the quick, easy, and secure way at CDCNPortal.com!

<p>These items must be completed for your timesheet to be processed:</p> <ul style="list-style-type: none"> • Employee Name • Employee ID • Sunday that started this pay period <ul style="list-style-type: none"> ○ For example, if your first day worked was Tuesday the 12th, this would be Sunday the 10th • Participant Name • Participant ID • Participant Signature & Date <ul style="list-style-type: none"> ○ Must be dated on or after the last day worked. • Employee Signature & Date <ul style="list-style-type: none"> ○ Must be dated on or after the last day worked. 	<p>Each line of time must include:</p> <ul style="list-style-type: none"> • Service Date • Time In with AM/PM • Time Out with AM/PM • Service Code <p>Make sure your timesheet is filled out completely and correctly, with all entries made neatly inside the boxes. Payment may be delayed if letters or numbers are not printed neatly inside the boxes WITHOUT touching any lines, or are not readable. Fill AM/PM bubbles completely.</p> <p>See examples below.</p> <p>Please continue on a second timesheet if you run out of room on the first. Bold items on the list to the left must also be filled in on the second timesheet.</p>
--	---

For best results use **BLACK** ink

Shade circles completely, like this: 

Not like this: 

Fill boxes like this:


A	B	C	1	2	3
---	---	---	---	---	---

Not like this:


A	B	C	1	2	3
---	---	---	---	---	---

Making Corrections

Cross out the incorrect line and rewrite the information on the next blank line like this:

9	03 02	:	<input type="radio"/> AM <input type="radio"/> PM	:	<input type="radio"/> AM <input type="radio"/> PM	
10	04 01	02 : 15	<input type="radio"/> AM <input checked="" type="radio"/> PM	05 : 15	<input type="radio"/> AM <input checked="" type="radio"/> PM	

Do not write over the top of incorrect information like this:

1	09 09	09 : 00	<input type="radio"/> AM <input checked="" type="radio"/> PM	11 : 00	<input type="radio"/> AM <input checked="" type="radio"/> PM	
2	09 09	04 : 00	<input type="radio"/> AM <input checked="" type="radio"/> PM	11 : 30	<input type="radio"/> AM <input checked="" type="radio"/> PM	

Back page is for information only. Please do not submit it with your timesheet.

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