Home Assist Health 3737 N 7TH st., Ste203 Phoenix, AZ 85014

Employee Name

Division of Developmental Disabilities (DDD) Timesheet

Time Sheet - Multiple Members

Week of / / thru Week of / /

Service Type: ATC – Attendant Care or RSP Respite

Phone: (602) 795-7620 Fax: (877) 223-2976

	(Pr	int only full first and last nam	e)														
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Lunderst	tand that this timesheet will be	used to process claims that will I	be paid from federal and state fu	unds and that any willfu	I falsification or conce	alment of a ma	iterial fa	act may	he pros	ecuted	under fe	deral and	state la	ws.			

I certify that to the best of my knowledge the foregoing information is true, accurate and complete. Submission of illegible, incomplete, unauthorized or late timesheets will be subject to disciplinary action up to and including termination.

I understand that if anyone has asked me to perform work without reporting my time spent on the work I must notify my supervisor or Human Resources representative and that I may do so without fear and retaliation or reprisal. REV 12.18

TIME SHEET INSTRUCTIONS

- Please notify your Supervisor or the Supervisor on Duty IMMEDIATELY of any changes to your schedule.
- All Areas on your time sheet need to be completed. Incomplete time sheets may result in counseling by your Supervisor, a delay in pay and/or receipt of your Direct Deposit. S
- Your name and your client's name should be printed on top/signed clearly on the bottom and dated on or after your final shift 3
 - You are required to submit your time sheet every pay period. Late time sheets may result in counseling by your Supervisor. 4
 - Any changes to timesheet will require initials in all places changed. 5

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How To Send Your Time Sheet

- DO NOT MAIL IN YOUR TIME SHEET.
- Fax to A-E 877-223-2976
- You can deliver your time sheet in person to the Home Assist Health Office building at 3737 N. 7th Street, Suite 203, Phoenix, Arizona 85014. Office hours are 8:00am.to 4:30pm 7 0 8
 - You can drop off in our Time Sheets Drop Box located behind our building during closed hours
 - You can go to our website at HomeAssistHealth.org to print out additional blank timesheets. 4. 6

Go to the header "For Caregivers" and click on Forms for Caregivers.

Time sheets are due bi-weekly after your final shift or Saturday by Midnight!! If you have any questions regarding the above please call your Supervisor as soon as possible!