

**In Home Services Program**

**Timesheet- SAMPLE ONLY**

Independent Living Center

Your “Access II” disABILITY Resources





**Timesheet Slips are ONLY to be completed when you are unable to use the telephony system.**

All paper timesheets must be submitted to Access II no later than **Monday at 10:00am on a payroll week.**

Any falsification or other misrepresentation on time worked may constitute fraud and will be reported to the proper authorities.

If you are having trouble with the telephony system, please contact Heather Swymeler or Staci Hamilton immediately at 660-663-2423

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |  |

