



Timesheet Instructions Arizona Banner

Ensure the time sheet is accurate, legible and submitted on time, according to the Payment Schedule. All entries should be made within the boxes and black ink is preferred. If the letters or numbers are not within the boxes or are not clear, and/or the timesheet is submitted after the scheduled due date, this will result in late payment. If items are missing, the timesheet will be returned.

Use the checklist below to assist with ensuring the timesheet is correct before it is submitted.

- Employee Name is clear (LAST NAME, FIRST NAME)
- Employee ID (identification number) is clear
- Member Name is clear (LAST NAME, FIRST NAME)
- Member ID is clear (identification number)
- Employee signed and dated
- Employer signed and dated
- Service Date (date the employee worked) are listed in format MM/DD/YYYY
- Time In (time the employee began working) is clear
- Time Out (time the employee finished working) is clear
 - *(Note: a workday is from 12:00 A.M. to 11:59 P.M)*
- AM's and PM's are clearly filled in
 - *(Note: 12:00 P.M = noon; 12:00 A.M. = midnight)*
- Service Code is listed using one of the following approved letter codes:

- ACN** – Attendant Care Non Family Member
- ACF** – Attendant Care Family Member not residing in Member's home
- ACR** – Attendant Care Family Member residing in Member's home
- SIC** – *Sick Time

*Employee must have accrued enough sick time to cover what is submitted. Sick time should only be submitted for hours the employee was scheduled to work but was unable due to sick time situations.

Important Reminder

Acumen is only authorized to pay hours submitted to us within 60 days of the date of service. Employees in this program are not authorized to work more than 40 hours in a work week. The work week is defined as Sunday to Saturday.

Fax, email, or mail the timesheet by the due date provided on the Payroll Schedule. If you have any questions, contact our Customer Service team at (866) 795-7162.

Email: payroll-az@acumen2.net
Mail: 4542 E. Inverness Avenue, Suite 210, Mesa, AZ 85206
Fax: (866) 708-3440