

California Time Sheet Instructions

Make sure timesheets are filled out completely and correctly with all entries made within the lines or inside the boxes. If the letters or numbers are not within the boxes or are not readable, the timesheet will not be able to be processed and **will not be paid until corrected.**

Make sure the following are correct on the time sheet - if items are missing, the timesheet will not be paid until corrected:

1. Employee Name (**LAST NAME, FIRST NAME**)
2. Employee ID (Acumen assigned Identification Number)
3. Member Name (**LAST NAME, FIRST NAME**)
4. Member ID (Medicaid Identification Number)
5. Service Date - The date the employee worked
6. The Time the employee began working (With AM or PM filled in)
7. The Time the employee finished working (With AM or PM filled in)
(noon = 12PM, midnight = 12AM)
8. Service Code is the 3 letter code
 - a. IHS – In Home Supports
9. Employee's relationship to the member
10. Employee's residence with member
11. The Employee's signature
12. The Employer's signature
13. Dates by the signatures

NOTE: The State of California does not allow overtime for Personal Care Workers. Acumen will pay up to 40 hours per week (Sunday through Saturday), upon budget availability, and will not pay any overtime hours. The Employer will be responsible to cover the cost of overtime hours worked out of pocket.

Time Sheets can be faxed, 888-715-9391,
or sent in at any time during the pay period. See the payment schedule for due dates.

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If you have questions concerning how to fill out this time sheet, as always, feel free to call toll free 888-516-2432 to reach a friendly, helpful Acumen customer support specialist.