

California Time Sheet Tri-Counties Regional Center Voucher (TCRC V)

Make sure the time sheets 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 time sheet will not be able to be processed and **will not be paid**.

Make sure the following are correct on the time sheet. If items are missing, the time sheet will be returned:

1. Employee Name (**LAST NAME, FIRST NAME**)
2. Employee ID (Acumen assigned Identification Number)
3. Person Served Name (**LAST NAME, FIRST NAME**)
4. Person Served ID (UCI Number)
5. The Employee's signature
6. The Employer's signature
7. Dates by both signatures
8. Service Date – date the employee worked in MM/DD/YYYY format
9. Check In Time – time the employee began working (with AM or PM filled in)
10. Check Out Time – time the employee finished working (with AM or PM filled in)
(noon = 12PM, midnight = 12AM)
11. Service is the following letter code:
 - a. **RSP** for Respite Services

Time sheets are due by the 1st business day after the end of the pay period but can be faxed or sent in at any time during the pay period. Please see the Payment Schedule for due dates.

Employees will not be paid for services that exceed 40 hours in a work week. The work week is Sunday through Saturday.

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