Maryland Time Sheet
Veteran Directed Care (VDC)

Make sure 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. Veteran Name (**LAST NAME, FIRST NAME**)
4. Veteran ID (Acumen assigned Identification Number)
5. The Employee's signature
6. The Employer's signature
7. Dates by both signatures
8. Service Date - The date the employee worked
   Only enter dates on which your employee has worked
   Do not skip lines between dates
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 PA – Personal Attendant

Time sheets can be faxed (855) 275-8038 or emailed to payroll-md@acumen2.net at any time during the pay period. Please see the Payment Schedule for due dates.

If you have questions concerning how to fill out this time sheet, as always, feel free to call toll free (833) 660-9807 to reach a friendly, helpful Acumen customer support specialist.