



## MT-SDEO TIME SHEET INSTRUCTIONS

Time sheets must be 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 until corrected.

**Paper time sheets will no longer be accepted for Respite Services due to EVV requirements.** Please make sure the following are correct on the time sheet. If items are missing, the time sheet will be returned:

Employee Name (**Last Name, First Name**)

Employee ID (**Acumen assigned Identification Number**)

Participant Name (**Last Name, First Name**)

Participant ID (**MT AWACS#**)

The Employee's **signature**

The Employer's **signature**

Dates by the **signatures**

Service Date - Date the employee worked in **MM/DD/YYYY** format

Check In Time - Time the employee began working (**with AM or PM filled in**)

Check Out Time - Time the employee finished working (**with AM or PM filled in**)

Service is one of the following three letter codes: The rate sheet you submitted for the employee will determine what service code you use.

<b>PLS</b> - Personal Supports Rate 1	<b>PL2</b> - Personal Supports Rate 2
<b>SBS</b> - Supports Broker Rate 1	<b>SB2</b> - Supports Broker Rate 2
<b>FAS</b> - Follow Along Rate 1	<b>FA2</b> - Follow Along Rate 2
<b>IES</b> - Individual Employment Rate 1	<b>IE2</b> - Individual Employment Rate 2
<b>CWS</b> - Co-Worker Support Rate 1	<b>CW2</b> - Co-Worker Support Rate 2

**If you have received approval from the state to have 2 employees work with the participant (2:1 staffing) at the same time for Personal Supports (PLS), place a 2 before the service code/rate, i.e., 2PLS. Acumen must receive prior written permission from the state (Regional Manager) approving 2:1 staffing. If 2:1 has been approved for any other code besides Respite or Personal Supports, contact Acumen immediately.**

Time sheet due dates are provided on the payroll schedule but can be faxed or sent in at any time during the pay period. Please refer to the current Payroll Schedule for due dates as these dates may change year to year.

If you have questions concerning how to fill out the time sheet, call toll free (877) 824-9356 to speak to an Acumen Customer Support Specialist.