

# OH AAA7 Veterans Self-Directed Program Time Sheet Instructions

Make sure the time sheet is filled out completely and correctly. If the letters or numbers 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 Title
3. Veteran Name (**LAST NAME, FIRST NAME**)
4. Month service was completed
5. Year service was completed
6. Date – date the employee worked
7. Service Code is one of the following 3 letter codes:
  - **PCS = Personal Care Service**
  - **RDF = Rainy Day Funds Service**
8. The time the employee began working (including AM or PM)
9. The time the employee finished working (including AM or PM)  
(noon = 12PM, midnight = 12AM)
10. The employee's signature
11. The Veteran/Employer's signature
12. Dates by the signatures

Refer to your Spending Plan for the services that are available to you.

Time sheets can be faxed or sent in at any time during the pay period. See the payment schedule for due dates. All payments are made according to the payment schedule and all payment requests must be sent to Acumen by the date in the "Submissions Due" column.



If you have questions concerning how to fill out this time sheet please call Acumen at 1-866-862-6861.