

Utah Time Sheet Employment Personal Assistance Program (EPAS)

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 until corrected.**

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. Participant Name (**LAST NAME, FIRST NAME**)
4. Participant ID
5. The Employee's signature
6. The Employer's signature
7. Dates by the 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)

Timesheets are due by the 1st and 16th of each month but can be faxed or sent in at any time during the pay period. Please refer to the Payroll Schedule for due dates.

If you have questions concerning how to fill out this time sheet, as always, feel free to call toll free (888) 221-7014 to reach a friendly, helpful Acumen customer support specialist.