

# Utah Time Sheet

## Division of Services for People with Disabilities (DSPD)

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. Client Name (**LAST NAME, FIRST NAME**)
4. Client ID (DSPD 0-nine digit number)
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)
11. Service is one of the following three letter codes: (please contact your support coordinator if you have questions about what codes you are authorized to use)
  - CH1** – Chore Services
  - CO1** – Companion
  - HS1** – Homemaker
  - PA1** – Personal Assistance
  - RP1** – Respite
  - RP6** – Respite with Room and Board
  - RP7** – Group Respite without Room and Board
  - RP8** – Group Respite with Room and Board
  - SL1** – Supported Living
  - TF1** – Family Training and Preparation
  - DTP** – Transportation/Mileage
12. Comment – Brief description of what was done by the employee. There must be a comment for every time entry or the entire timesheet **will not** be paid.

Time sheets are due by the 1<sup>st</sup> and 16<sup>th</sup> 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.

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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.