



Focus, Inc.

KEEP THIS COPY



1. Date and sign each day worked.
2. Where it says service provided, you will write in "SL" (Supportive Living) unless it is Respite. In that case, you would write in "R".
3. Always start your timesheets on Saturday. If you do not work a particular day, you will write in the date, but nothing else.
4. Each goal you work on will have a number; each level of assistance will have a letter. If you work on a goal, you will make a clear note about it in the comments section. If a goal was attempted, but refused, there is an option for this. Please write clearly and legibly. You must write daily notes to show what you did on your shift.
5. Every goal should be attempted weekly. Do not pick one or two and only work on those.
6. Time in and Time out should match what is in Nova. The total should match Nova. Reflect AM/PM on timesheets.
7. If you transport your consumer, it is advised to carry a 1st aid kit and a box of baking soda.
8. You cannot claim mileage to and from work. If you want to be reimbursed for non-medical mileage, you must fill out the mileage log correctly. "Riding around" is not considered a goal and you will not be paid for that. Another example of mileage that will not be paid: If staff is going to watch a friend play ball, and their beneficiary wants to go along for community integration, **mileage will not be paid** since the staff would be the primary reason for the outing. If this is an outing that you would do without your beneficiary, then it is not legitimate mileage specifically for the beneficiary's plan. For Beneficiary's outings, please date, briefly write in where you started, where you went and where you returned. **Daily notes must support mileage.** Beginning and ending odometer readings and miles driven should be accurate. Your mileage is reimbursed at \$.42 per mile. If you travel 19 miles, it will be $19 \times \$0.42 = \7.98 . Add up your weekly total and write it in at the bottom.
9. PTO **MUST** be entered in NOVA. If you do not enter it, you will not be paid for it. **PTO requests must be entered by 4pm on Friday.** Anything submitted after will be declined. Please indicate what beneficiary you are working with when you enter it in NOVA in the message section. You will still write it on your timesheet, but in order to get paid, it has to be entered in Nova. If you are just cashing out PTO- no paper request is needed, however, a paper request must be turned in to make sure your shift is covered if you are taking off for any reason.
10. If you miss a clock in or there are any errors in your time, you must email your corrections to waiver@focusinc.org. Corrections are to be submitted daily and NOT at the end of the week. Time corrections must be submitted by 4pm Friday. If you work Friday evening/night, they are due no later than 9 am Saturday.
11. If a participant is their own guardian, they may sign their timesheet. Otherwise, the parent/guardian must sign it for you.
12. You must sign and date it at the bottom.
13. Make sure timesheets are turned in by 9:00 am on PAYROLL MONDAY **unless** otherwise instructed due to special circumstances. If you drop them in the overnight box at the Paragould program, you will need to have them in before 8:00 am.
14. **Shared Staffing-** If you do shared staffing, you must turn in a timesheet for the time you worked one-on-one with the participant and a separate timesheet for shared staffing. If you work with Participant A from 3p-9p and then both Participant A & Participant B from 9p-8a on one day and you work with Participant B the next day from 3p-9p, you should have 2 timesheets for both participants for those times. On the times you worked with both, circle "SHARED STAFFING" at the top of both timesheets and fill out goals and write the notes as you normally would. Regular staffing should have "ONE-ON-ONE STAFFING" circled.

Employee Name (print): _____ Signature/Date: _____

Supervisor Name (print): _____ Signature/Date: _____

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TIMESHEET CHECKLIST

To ensure you get paid promptly and correctly, please take the time to use this guide to check over your timesheets.

- **P** -Pay period is to be written in top right corner
- **A** -Are your timesheets up to date? (Effective date on top left side)
- **Y** -Your name- Direct Care Professional- Print legibly
- **C** -Check your Participant-make sure it is the right timesheet!
- **H** -Have you registered for NOVA? Are you using it correctly?
- **E** -Each pay period **begins on Saturday and ends on Friday**- Fill out accordingly.
- **C** -Check your times- They should match what is in NOVA and reflect AM or PM.
- **K** -Keep up with your timesheets and turn them in promptly.

