

Easterseals NJ Procedure No.:
Areas Affected: AwC

Effective Date: 07/01/19
Revised Date: 03/26/25
Implementation Date:

TIMESHEET COMPLETION AND SUBMISSION GUIDELINES

Purpose: To outline the process for completing and submitting timesheets and documentation for Self-Directed Employees (SDE's) that will be serving consumers in the Fiscal intermediary Agency with Choice Program (AwC).

Self-Directed Employees will be responsible for the **weekly** submission of paper timesheets. The paper timesheet will be two pages containing both **payroll data** (dates, time in / out and hours worked) and **billing data** (service delivered and documentation in support of the goals and objectives defined in the consumer's Plan of Care). Both pages must be completed and submitted weekly in order for staff to be paid. Weekly timesheet submission will alleviate errors in payroll processing and allow remediation to be made for documentation, if necessary. Staff will continue to receive payment following the existing biweekly payroll calendar.

Procedure: SDE will receive initial packet including: Timesheet Completion and Submission Guidelines Procedure, Step Action Guide for Timesheet Completion and Submission, A separate timesheet for each consumer they work for.

1. Timesheets will be pre-filled by Easterseals administrative staff to include: staff and consumer name, ID numbers, outcome and service information, authorized service dates, and weekly authorized hours.
2. **Print Clearly:** areas that are incomplete or incorrect will delay payment to the Self Directed Employee (SDE).
3. If a SDE works for more than one individual, a separate timesheet must be completed for each individual. Please confirm both the pre-filled consumer name and DSP name are correct on each timesheet.

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4. Pre-filled sections **MUST** remain intact and are not to be crossed through or “whited out” or changed in any way. If a mistake is made on a timesheet, it should be discarded and start again with a new timesheet. Only submit a timesheet once. A timesheet submitted more than once will be recognized as a duplicate and may delay payment.
5. The forms have been created or updated to reflect the hours authorized in the Plan of Care (POC) for the consumer. **There is an Outcome and Service attached to each authorization.** There may be up to 2 Outcome and Services pre-filled on each timesheet. If an SDE has more than 2 Outcome/Services for that consumer, they will receive a separate pre-filled timesheet for the additional (3 or more) services.
6. Staff shall note the **Authorized Weekly Svc Hours** (top right corner). Working overtime or outside of the Authorized Weekly Svc Hours will not be approved for payment.
7. **Multiple Shifts:** If an SDE works more than two shifts on one date, use a separate line for each additional shift. When the timesheet is filled in completely, use a separate timesheet for any additional shifts that week. **Do not put more than one shift on the same line.**
8. **Working Overnight:** When a SDE works overnight (past midnight) then he/she must complete one line for the work he/she completed prior to midnight and another line for the work he/she completed after midnight.
 - a. **Example:** A SDE worked overnight Friday from 10:00pm – 7:00am. The system will count a shift that ends and starts at the exact same time as a “duplicate shift”, so the SDE must use 11:59 and 12:00 to reflect the overnight hour. Time will be paid in full in the payroll system (Beyond Pay).

Friday: Time in: 10:00pm
Saturday: Time In: 12:00am

Time Out: 11:59pm
Time Out: 7:00am

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9. Documentation must meet standards set forth by DDD, Easterseals and Medicaid. Documentation will be audited to satisfy all the requirements to prove that the service was A) provided for the full duration of the scheduled shift and B) a necessary service provided to support the goals and objectives outlined in the consumer's plan of care. **Documentation will be returned to the SDE for correction if any part of the documentation is incomplete or insufficient.** Incomplete and / or insufficient documentation will delay the payroll process.
10. Timesheets for the prior week are **due by 10:00 am every Saturday**. Both Page1 timesheet and Page 2 Note page must be completed for successful submission. Any timesheets received after the deadline stated above, will not be processed until the following payroll.