

**• ON CALL CARE SERVICES, LLC**

YOUR HOME CARE NEED IS OUR #1 PRIORITY

Time sheets must be turned in no later than 5:00 pm on 1st and 16th of the each month. After hours, Usedrop BOX or Mail Slot in Door.

- Whiteout is not allowed AT ALL on time sheets. If you need to make an error on timesheet, please get timesheet redone.
- In/out times must be in 15 minute increments for payment. (Example: 10:00 am, 10:15 am, 10:30 am, 10:45 am, etc.)
- Time worked while an Employer or Client is in the hospital/rehab/nursing facility is not payable on the CDS or IN\_HOME program. Medicaid pays the facility to provide services to the Employer or Client during that time NOT the Attendant or Employee.
- Time worked for the Employer or Client when they are not Medicaid active is not payable on the CDS or IN-HOME program.
  - Per Missouri regulations, DO NOT FAX your timesheet. You may NOT turn in your time sheet before time has been completed for the pay period. Your time sheet will be rejected requiring a new one to be submitted.

**FORGETTING TO CLOCK -IN OR OUT**

If you forget to clock in or clock out you will need a timesheet signed by the client for that day. **Please do not clock out or put on timesheet more hours than what is authorized on your sample timesheet.**

**• Time Sheet Policies**

Employers or Clients must have the name that Medicaid has on file for them printed and signed on the time sheet or the time sheet is not payable. If they are in need of a special accommodation in regards to this they must arrange with their CDS coordinator / IN-HOME Supervisor to have an "Alternate Signature" on file for them.

- Pay dates are the 10<sup>th</sup> and 25<sup>th</sup> of each month. If payday falls on a holiday pay will be received the following banking business day.
- Time sheet will only be accepted in blue/black ink. NO PENCIL! Any other ink will cause the time sheet to be rejected and may delay your paycheck.
- Direct Deposit is mandatory.

Paycheck stubs are available as needed. You will receive one paycheck stub per check any additional paycheck stubs will cost .50 cents per stub no exceptions so please save your pay stubs for future use. **You can sign up to view your CLOCK IN's and PAY CHECK STUBS online, please call the office for details**

**OVERTIME OR UNAUTHORIZED HOURS WORK RULE**

All employees or attendants must have a signed authorization by management to work overtime or any additional hours more than what is authorized on your sample timesheet.

**Employee who continues to add unauthorized hours or work unauthorized Hours or overtime hours will face Disciplinary action up to termination.**

During processing of this timesheet any suspected fraud will not be paid pending further investigation. Your signature on this timesheet constitutes an oath that the information you have provided is accurate and complete.

**(CDS) DEFINITION OF TASKS:**

- 1. Personal Care \_\_\_\_\_
- 2. Toileting \_\_\_\_\_
- 3. Health-----
- 4. Housekeeping-----
- 5. Transportation-----
- 6. Meals-----

**PLEASE CAREFULLY OBSERVE UNDER WHAT TASK ON THE LEFT DOES THESE CHORES BELOW FALL UNDER**

- 1. Includes bath/shower, dressing/undressing, grooming/minor hygiene, etc
- 2. Includes bowel/bladder routine, catheter care, assistance to and from bathroom, assistance with cleanup, mobility transfer etc.
- 3. Includes equipment maintenance, medications, turning in bed, ROM, treatments, etc.
- 4. Includes dusting, laundry, mopping, vacuuming, general household work, cleaning bathrooms, house management, correspondence, trash, etc.
- 5. Includes essential errands such as groceries, medications, physician visits, food stamps, etc.
- 6. Includes meal preparation, meal consumption and meal cleanup Dishes, etc.