# Instructions for using DHS-Approved Timesheets

Timesheets are due Every Other Monday by 4:30pm. Timesheets received after that time may not be processed until the following payroll. Call 651-347-6071 if you have questions.

## How to turn in timesheets

- **Email:** payroll@mcil-mn.org
- **Fax:** 651-603-2036
- **In Person:** Front Desk or Drop Box
- **Mail:**
  - MCIL
  - 530 Robert Street N
  - St. Paul, MN 55101

## Total Daily Hrs:

- **Week 1:**
  - SAT: 8:30 am - 12:00 am = 3.5 hours
  - SUN: 4:30 pm - 6:00 am = 1.5 hours
  - MON: 12:00 am - 6:00 am = 6 hours
  - TUE: 6:00 am - 10 am = 4 hours
  - WED: 10 am - 6:00 am = 8 hours
  - THUR: 6:00 am - 12:00 am = 6 hours
  - FRI: 12:00 am - 8:30 am = 8.5 hours

## Total WK 1 Hrs:

- **Week 1 Total:** 12.5 hours

## Supports:

- **Dressing:** JD, JD
- **Grooming:** JD
- **Bathing:** JD, JD
- **Meal Prep:** JD, JD
- **Transfers:** JD, JD
- **Mobility:**
  - Positioning: JD, JD
  - Bathroom: JD, JD
  - Cleaning: JD
  - Laundry: JD
- **Health-Related:** JD, JD
- **Behavior:**

## PCA Notes:

- **Print PCA Name:** Jane Doe
- **Print Consumer Name:** Carol Smith
- **Consumer Signature/Date:** Carol Smith

## Other:

- **PAS Staff Signature/Date Rc’d Stamp:**

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The consumer should place a line through any supports initialed that was not provided.

PCA’s must initial each box in which supports were provided each shift.

Timesheets will be returned to PCA’s if the required documentation is missing. THIS WILL DELAY processing of payroll.

This area is to be used for changes in routine cares, to indicate supports that qualify as ‘other’, and hospitalization dates.

BOTH PCA and Consumer need to print names to avoid payroll processing errors. Both PCA and Consumer also need to sign & date this section.

PAS Payroll Administrator will complete the shaded sections. Your timesheets will be date stamped when they are received.

Timesheets are due to our office by Monday at 4:30 pm.