

Weekly Budget Authority Calendar

 Indicates a pay day if the previous timesheet was submitted and approved on time

Customer Service: 1.844.583.3762

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Week Total
					1	2	"
3 Timesheet due	4	5	6	7	8	9	"
10	11 	12	13	14	15	16	"
17 Timesheet due	18	19	20	21	22	23	"
24	25 	26	27	28	29	30	"
31 Timesheet due							"
						Total of all weekly hours:	<u> </u> HOURS USED

Your plan information:

Budget after admin fees: \$ _____
 billable rate: _____/hour
 billable rate: _____/hour

*Reminder: there are 3 pay periods in the months June & November so an additional check processing fee per employee is applied.

How to calculate monthly hours:

Budget amount/billable rate= monthly hours
 \$ _____/hour = _____ hours per month
 Monthly hours must be used between the first and last calendar day of the month.

Any hours that are submitted OVER the allowed amount are the participant's responsibility to pay.

Remember:

employees may not submit hours during a participant's facility day.
 All facility days must be reported.
 Overtime is not available in PPP.
 Please remember timesheets must be submitted timely, timesheets older than 90 days will be denied.