

Biweekly Time Sheet

Make plenty of copies of this timesheet. This is the only timesheet that will be accepted.

- Checklist:** ☐ Blue or black ink ☐ Timesheet submitted after hours worked
☐ Date and time in/out ☐ Employer and employee both signed
☐ # of hours worked for each day ☐ Did NOT use white-out—mark out mistakes, initial beside

Employer: _____

Employee: _____

Service Period: ____/____/____ through ____/____/____
 Month Day Year Month Day Year

Palco ID: _____

Personal Care Service Hours – Week 1								Personal Care Service Hours – Week 2							
	Tue	Wed	Thurs	Fri	Sat	Sun	Mon		Tue	Wed	Thurs	Fri	Sat	Sun	Mon
Time In	AM	AM	AM	AM	AM	AM	AM	AM	AM	AM	AM	AM	AM	AM	AM
Time Out	PM	PM	PM	PM	PM	PM	PM	PM	PM	PM	PM	PM	PM	PM	PM
# of hours															
Week Total	Week 1 Total Hours : _____							Week 2 Total Hours : _____							
Biweekly Total Personal Care Service Hours → _____															

Adult Companion Service Hours – Week 1								Adult Companion Service Hours – Week 2							
	Tue	Wed	Thurs	Fri	Sat	Sun	Mon		Tue	Wed	Thurs	Fri	Sat	Sun	Mon
Time In	AM	AM	AM	AM	AM	AM	AM	AM	AM	AM	AM	AM	AM	AM	AM
Time Out	PM	PM	PM	PM	PM	PM	PM	PM	PM	PM	PM	PM	PM	PM	PM
# of hours															
Week Total	Week 1 Total Hours : _____							Week 2 Total Hours : _____							
Biweekly Total Adult Companion Service Hours → _____															

Homemaker Service Hours – Week 1								Homemaker Service Hours – Week 2							
	Tue	Wed	Thurs	Fri	Sat	Sun	Mon		Tue	Wed	Thurs	Fri	Sat	Sun	Mon
Time In	AM	AM	AM	AM	AM	AM	AM	AM	AM	AM	AM	AM	AM	AM	AM
Time Out	PM	PM	PM	PM	PM	PM	PM	PM	PM	PM	PM	PM	PM	PM	PM
# of hours															
Week Total	Week 1 Total Hours : _____							Week 2 Total Hours : _____							
Biweekly Total Homemaker Service Hours → _____															

Employer Signature _____

Date _____

Employee Signature _____

Date _____

Your signature confirms that these hours were actually worked. If you sign this timesheet and the hours were not actually worked, your timesheet will be sent to the office of Medicaid Inspector General and Department of Labor for further review.

Timesheets are due by 5PM on the Friday after the last day worked.

Email To: timesheets@palcofirst.com Or Fax To: 501-821-0045

Or Mail To: Palco P.O. Box 242930, Little Rock, AR 72223

Allow up to 2 business days after payday for your financial institution to receive your funds from the Federal Reserve.