# Caring Special Edition Lall 2013

Sacramento County IHSS Public Authority and IHSS Advisory Committee Newsletter

#### **NEW TIMESHEETS ARE COMING SOON TO SACRAMENTO!**

#### SAVE THIS SPECIAL EDITION NEWSLETTER!!!

This newsletter will assist you when the new timesheets arrive.

ON NOVEMBER 4, 2013, THE IHSS TIMESHEET FORMAT AND COMPLETION PROCESS WILL CHANGE!

#### WHAT DOES THIS MEAN FOR YOU?

For the most part, you won't know the difference. What you will see is a new timesheet and a new way to turn in your timesheet. We want this to be as easy a change for you as possible, so we're making some help available to you.

We're sure you will like the new timesheet once you've used it a few times. But, if you have problems, we'll be here to help you.

- The first thing available to you is this special edition of the Caring Matters newsletter dedicated to showing you how to fill out the new tmesheet. In this newsletter are:
  - ✓ pictures of the new timesheet,
  - examples of how to fill out the timesheet correctly,
  - a list of things you must not do and things you must do for your timesheet to be accepted, and
  - practice timesheets to help you see if you understand how to fill out a timesheet.
- Sacramento County IHSS staff at Business Park Drive will have drop-in workshops, Monday - Friday, with staff available to help you fill out your timesheet if you need it.

#### AN INSTRUCTIONAL TIMESHEET VIDEO IS AVAILABLE IN SEVERAL LANGUAGES AT: http://www.cdss.ca.gov/agedblinddisabled/PG3154.htm

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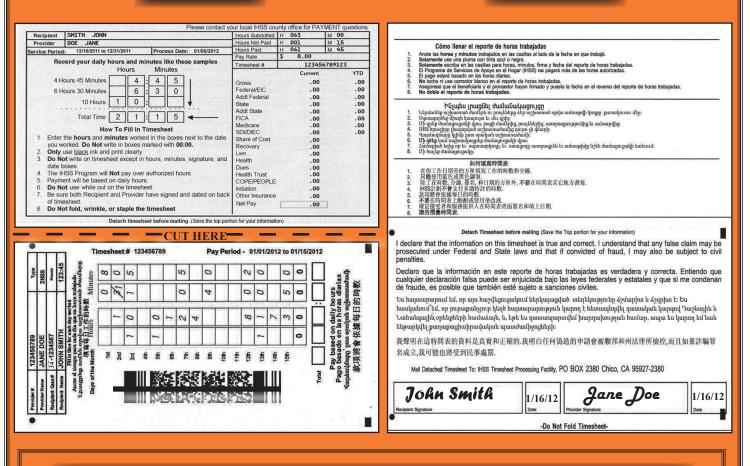


## TIMESHEET

#### SAMPLE OF NEW TIMESHEET

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#### WHERE DO I MAIL THE NEW TIMESHEET?

IHSS Timesheet Processing Facility PO Box 2380 Chico, CA 95927-2380

• MAIL new timesheets to the IHSS Timesheet Processing Facility in the ENVELOPE Provided!

- The local IHSS office will NOT process NEW timesheets. If you send your NEW timesheet to the local IHSS office, your payment will be DELAYED!
- MAIL OLD timesheets to the local IHSS office to Sacramento County DHHS PO Box 269131, Sacramento, CA 95826-9131 AS SOON AS POSSIBLE!

# MATTERS



#### **NEW TIMESHEET TRAINING OPTIONS**

### TIMESHEET RESOURCES

To learn more about how to fill out the new IHSS timesheets, locate available resources, learn about additional timesheet workshops, and be linked to an on-line IHSS timesheet video in multiple languages, you may:

- Visit the IHSS Public Authority website at: www.pubauth.saccounty.net
- Attend Drop-in IHSS Timesheet Workshops at: 9750 Business Park Drive
- Call IHSS Payroll if you do not have access to a computer at: (916) 874-9805

### TIMESHEET WORKSHOPS

**IN-HOME SUPPORTIVE SERVICES** 9750 Business Park Drive, Sacramento, CA 95827

#### DROP-IN WORKSHOPS AVAILABLE

NOVEMBER 12, 2013 THRU DECEMBER 13, 2013 Monday - Friday

> Session 1 - 9:30 a.m. Session 2 - 2:30 p.m.

ON-LINE TIMESHEET VIDEOS AVAILABLE IN THE FOLLOWING LANGUAGES: • Armenian • Chinese • English • Spanish

#### www.pubauth.saccounty.net

**SOME FORMS ARE AVAILABLE IN THE FOLLOWING LANGUAGES:** • Armenian • Chinese • Hmong • Russian • Spanish • Tagalog • Vietnamese

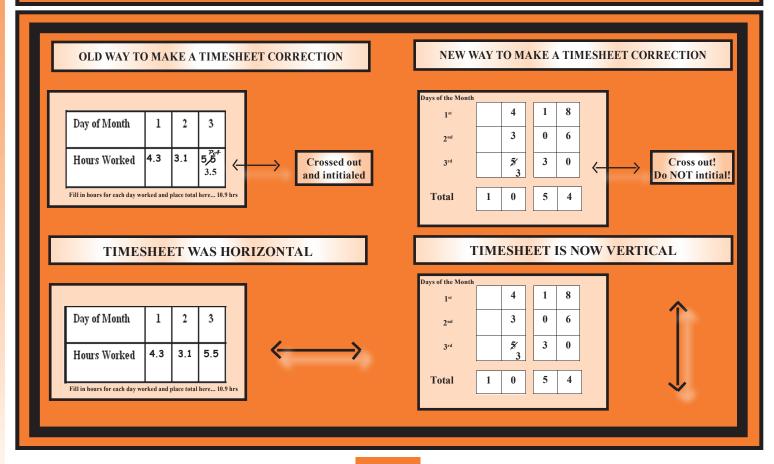
> **NOTE:** Workshops are only conducted in English. Please bring a translator with you if needed!



### TIMESHEET

#### **OLD AND NEW TIMESHEET COMPARISON**

OLD WAY	NEW WAY
Address changed directly on your timesheet	• Address changed by completing a Change of Address/Phone form (SOC 840)
Timesheet processed by Sacramento County IHSS Payroll Department	• Timesheets processed by Centralized Timesheet Facility in Chico, CA
• Time recorded on timesheets in decimals (e.g., 5.5 hours)	• Time recorded on timesheets in hours and minutes (e.g., 5:30)
• Days marked on timesheets horizontally (This means side to side)	• Days marked on timesheets vertically (This means up and down)
• Signature of caregiver and consumer on front of timesheet	• Signature of caregiver and consumer on back of timesheet



# MATTERS



#### **STEPS TO TAKE TO GET PAID ON TIME!**

A s of November 4, 2013, there will be a new timesheet process. The way timesheets look and the way time is entered on the timesheet will be different than before. Filling out your timesheet incorrectly will result in your timesheet being returned or payment being delayed. Follow these simple "DOs" and "DON'Ts" to help fill out your timesheets:

### **DOs....**

- Do test your pen before you begin to complete your timesheet
- Do use black ink (only)
- Do record your work hours in hours & minutes
- Do include provider and recipient signatures & date on the back of the timesheet
- Do make a copy of the sample timesheet and use it as a practice sheet
- Do mail timesheet to the processing facility in Chico, CA printed on the envelope
- Do use white with green striped pre-addressed return envelope provided
- Do use proper postage and write a return address on envelope
- Do call IHSS Payroll Department if you need a replacement timesheet at: (916) 874-9805

### DON'Ts.....

- Don't use decimals or fractions
- Don't include, attach or staple notes, messages, or forms to your timesheet
- Don't use pencil, red or blue ink, whiteout, and markers on your time sheet
- Don't write outside of the box
- Don't erase or rewrite hours on the timesheet
- Don't write your address change on your timesheet (fill out a SOC 840)
- Don't fold the timesheet
- Don't send your timesheet in early or payment will be delayed until pay period ends
- Don't add any additional writing to the pre-addressed envelope



## TIMESHEET

#### **TEST YOUR SKILLS! TIMESHEET PRACTICE #1**

#### SAMPLE TIMESHEET ONLY!

Provider #	123456789	123456789 Туре					
Provider Name	Jane Doe	IHSS					
Recipient Case #	34-1234567	<b>Remaining Hrs</b>					
<b>Recipient Name</b>	John Smith	29:45					
	ll in time for each o bara cada dia en qu <b>th</b>	ie haya trabajado					
	Hours	Minutes					
16th		Tim					
17th		fimesheet #					
18th							
19th		AN					
20th		1P					
21st							
22nd		SAMPLE ONL					
23rd							
24th		Y:					
25th							
26th		Pay P					
27th		eriod—					
28th		Pay Period—11/16/13-1					
29th		3-11/30					
30th		/13					
	0 0	0 0					
Total							
Pay	based on daily h	ours					

Pago basado en las horas diarias

#### **Timesheet Practice**

Complete the practice timesheet using the calendar below. Remember:

- Use **BLACK** ink only
- Enter only one digit per box
- Crossout number to make a correctiondo not initial corrections
- Use hours and minutes not decimals
- Write clearly if computer can't read the numbers, payment will be delayed

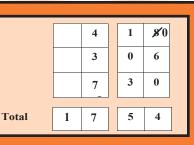


#### PAY PERIOD: 11/16/13-11/30/13

16<sup>th</sup>: 3 hrs 15 mins 19<sup>th</sup>: 45 mins 22<sup>nd</sup>: 7 hrs 30 mins 24<sup>th</sup>: 8 hrs 26<sup>th</sup>: 8 hrs

30<sup>th</sup>: 3 hrs 15 mins

HOW TO MAKE A TIMESHEET CORRECTION



# MATTERS



#### **TEST YOUR SKILLS! TIMESHEET PRACTICE #2**

#### SAMPLE TIMESHEET ONLY!

Provider #	12345678	)	Ту	Туре			
Provider Name	Jane Doe		IHSS				
Recipient Case #	34-123456	7	Remaining Hrs				
Recipient Name	John Smit	h	57:10				
Fill in time for each day Anote el tiempo para cada dia en que haya trabajado							
Days of the month							
	Hours		Minutes	1			
1st				Tim			
2nd				Timesheet #			
3rd				#			
				A S			
4th							
5th				PI			
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7th				9			
8th				AMPLE ONL			
9th				X.			
10th							
$\bigcirc$				Рау			
11th				Perio			
12th				Pay Period—12/01/13-12/			
13th				01/13-			
14th				12/15/13			
15th				13			
	0 0		0 0				
Total		] [					
	handl	_ 					
Pay based on daily hours Pago basado en las horas diarias							

#### **Timesheet Practice**

Complete the practice timesheet using the calendar below. Remember:

- Use **BLACK** ink only •
- Enter only one digit per box •
- Crossout number to make a correction-• do not initial corrections
- Use hours and minutes not decimals
- Write clearly if computer can't read the numbers, payment will be delayed



#### PAY PERIOD: 12/01/13-12/15/13

2<sup>nd</sup>: 4 hrs 25 mins 4<sup>th</sup>: 3 hrs 40 mins 7<sup>th</sup>: 8 hrs

10<sup>th</sup>: 6 hrs

12<sup>th</sup>: 3 hrs 15 mins

15th: 3 hrs 15 mins







Sacramento County IHSS Public Authority 3700 Branch Center Road, Suite A Sacramento, CA 95827 PRESORTED STANDARD MAIL U. S. POSTAGE **PAID** SACRAMENTO, CA PERMIT #24

#### **DID YOU COMPLETE THE TIMESHEET PRACTICE CORRECTLY?**

ADDING TOTAL IS OPTIONAL

8

#### **PRACTICE TIMESHEET #1**

Provider #	1234	456789			Туре		
Provider Name	Jar	Jane Doe			IHSS		
Recipient Case #	34-1	34-1234567			Remaining Hrs		
Recipient Name	Johr	Smith	1	33:45			
Fill in time for each day Anote el tiempo para cada dia en que haya trabajado Days of the month							
		ours	ΙΓ.		nutes	]	
<b>16th</b>		3	-	1	5	Times	
17th						heet#	
18th						S	
<b>1</b> 9th			4	4	5	M	
20th						Timesheet# SAMPLE ONLY!	
						E	
22nd		7		3	0	Z	
23rd						LY	
24th		8	(	)	0	•-•	
25th						P	
26th		8	(	)	0	ay Peri	
27th						Pay Period—11/16/13-11/30/13	
28th						16/13-1	
29th						1/30/13	
30th		3		1	5		
G	0	0		0	0		
Total	2	9		4	5		
Pay based on daily hours Pago basado en las horas diarias							

#### **PRACTICE TIMESHEET #2**

