

## **Participant Directed Option (PDO) Timesheet Instructions:**

**Please write dates, times, and numbers legibly. Information that is not clear could cause your timesheet to be rejected and payroll to be delayed or not processed.**

- 1.) Employee: Print the employee's name here. Use a separate timesheet for each employee.
- 2.) Employer: Print the PDO Employer name here.
- 3.) Consumer's name: Print the name of the consumer receiving services here. Use a separate timesheet for each consumer if you are providing services to more than one consumer.
- 4.) Service Order: Regular  
Check this box if the services being provided are authorized from a service order for Regular services.
- 5.) Service Order: Respite  
Check this box if the services being provided are authorized from a service order for Respite services.
- 6.) Week # 1 / #2 – Sunday Date: Print Sunday's date as the start of the week on the timesheet. The work week will always begin on Sunday and end on Saturday.
- 7.) Date: Print the date that services were provided. Please include the month/date/year format.
- 8.) Time IN: Print the time services started. There are two boxes to allow for two shift entries.
- 9.) A/P: This box is to note whether the time in/out was in the am (morning) or in the pm (afternoon/evening). Please enter an "A" for AM or a "P" for PM.
- 10.) Time OUT: Enter the time services ended. There are two boxes to allow for two shift entries.
- 11.) Total Hours: Total hours of services provided. This includes the total for both shifts (if more than one shift was provided that day by the employee). Total hours for the day should be provided as a fraction or decimal (example: 3 1/4 or 3.25). \* **See bottom of page for rounding rules.**
- 12.) Tasks: These are task codes of authorized services. The task description should be included with the initial PDO consumer A&R form from the Care Manager. Check the box before the task code of the service provided. If a task was provided more than once in a shift/or day, it only needs to be checked once.
- 13.) Total hours for Week # 1: / Week # 2: Add the total hours of services provided from each day. If necessary enter the total hours of services provided as a fraction or decimal (examples – 3 1/4 or 3.25). \* **See bottom of page for rounding rules.**
- 14.) Employee Signature: The employee will sign his/her name here.
- 15.) Date: The employee will date the form here when they sign their signature.
- 16.) Employer Signature: The PDO employer will sign their name here.
- 17.) Date: The date the PDO employer reviewed the timesheet & signed their name.

### **\* Rounding Rules**

Total Hours for the day and the week should always be rounded to the quarter hour (examples: 3 1/4 or 3.25, 3 1/2 or 3.50, 3 3/4 or 3.75). See program specific rules below for when to round up or down.

Non MaineCare programs Section 63 and VDC may round to the nearest quarter hour (if less than 7.50 minutes round down, if 7.50 or more minutes round up).

MaineCare Programs Sections 12 / 19 / 96 may only round up to the next quarter hour once 80% of the billing unit is met. This means 12 or more minutes of a 15 minute unit must be met before rounding up (example: 1 hour and 11 minutes = 1.00, 1 hour and 12 minutes = 1.25).