

PERSONAL CARE ATTENDANT

INDIVIDUAL TIMESHEET by SERVICE CODE

TCM USE ONLY:

TCM - OK to PAY: YES NO

Initial: _____

Individuals Name: _____

PCA Name: _____

PAYROLL PERIOD: _____

CODES: _____

- 99 = Traveling
- 11 = One on One Direct Time
- 22 = Group Direct Time
- 55 = Training
- 77 = Staff Meeting
- 88 = Van Inspection

***Only traveling outside Warrensburg should be documented on traveling.

DATE:			DATE:			DATE:			DATE:			DATE:		
CODE	Duration of Time (00:00 to 00:00)	Total Time (15 min)	CODE	Duration of Time (00:00 to 00:00)	Total Time (15 min)	CODE	Duration of Time (00:00 to 00:00)	Total Time (15 min)	CODE	Duration of Time (00:00 to 00:00)	Total Time (15 min)	CODE	Duration of Time (00:00 to 00:00)	Total Time (15 min)
	Happy New Year			AM PM			AM PM			AM PM			AM PM	
				AM PM			AM PM			AM PM			AM PM	
				AM PM			AM PM			AM PM			AM PM	
				AM PM			AM PM			AM PM			AM PM	
				AM PM			AM PM			AM PM			AM PM	

DATE:			DATE:			DATE:			DATE:			DATE:		
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	AM PM			AM PM			AM PM			AM PM			AM PM	
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	AM PM			AM PM			AM PM			AM PM			AM PM	
	AM PM			AM PM			AM PM			AM PM			AM PM	
	AM PM			AM PM			AM PM			AM PM			AM PM	

Employee Signature: _____ Date: _____ Supervisor Signature: _____ Date: _____

OFFICE USE ONLY:

Code 99 Total _____ Code 55 Total _____ JCBS Code _____ Total Traveling Time Billed: _____

Code 11 Total _____ Code 77 Total _____ JCBS Code _____ Total Direct Time Billed: _____

Code 22 Total _____ Code 88 Total _____ JCBS Code _____ Total Group Time Billed: _____