## **TIMESHEET CORRECTION NOTIFICATION**

Date Sent:	
Employ	ver of Record: Employee/PSW:
Reasor	for notification:
	Not signed by all parties (timesheet/mileage log)
	Not dated by all parties (timesheet/mileage log)
	Permission to input hours/mileage not initialed
	Hours of service have overlapped with another PSW/Agency
	Hours of service have already been claimed by you
	Corrections made without BOTH PSW and Employer of Record initialing
	White Out/Pencil
	No service agreement in place; Services not authorized
	Credentials expired (Auto Insurance, ODL, PEAA, CHC); no longer approved to work
	*Any entries (miles) rejected due to expired AI or ODL can be re-entered into eXPRS and
	approved once we have received updated copies of your ODL/AI, as long as there was no
	lapse in coverage.
	Illegible
	AM or PM not indicated
	Mileage provided without a paid hourly support
	Other:

\*Important to Note: if corrections need to be made, we cannot guarantee payment according to the Oregon State Payroll Calendar. (Located on the eXPRS website, or on our website-creativesupports.org)

- ✓ Original to Provider/PSW
- ✓ Scan to eXPRS Specialist
- ✓ Case Note

✓

<sup>\*</sup>Please make corrections and resubmit immediately

## A Correctly Completed Timesheet/Mileage Log Must Include:

- Name of Provider and Customer; (timesheet and mileage log)
- The date the PSW provides service; (timesheet and mileage log)
- The time the PSW begins providing the service; (timesheet only)
- The time the PSW ends providing the service; (timesheet only)
- Total units of service provided; (hours, days, mileage)
- Service provided (Attendant Care, Mileage, etc...;
- Dated signatures (IN PEN) from the employer of record (EOR) and PSW
- For those PSWs delegating authority to the CDDP/Brokerage to enter their time, the section authorizing the CDDP/Brokerage staff to enter the data reported on the form must be fully completed (checkmark and initial) in order for the CDDP/Brokerage to enter data into eXPRS.
- One Progress note per timesheet, in addition to at least one progress note per month of service.
- Purpose of trip for mileage.
- If a Correction or change needs to be made, BOTH the Employer and Employee must initial it.
- No White Out. No Pencil. Timesheets are official documents
- You cannot be paid for hours or mileage that exceed your Service Agreement. Units DO NOT roll over to the next month
- You cannot be paid for services provided without a SA, or while credentials are expired.
- According to the IRS PSWs must be providing an ADL/IADL service while transporting individuals in order to be reimbursed for their mileage.