Make sure your timesheet is filled out completely and correctly. All entries must be printed neatly inside the boxes, without touching any border (see examples below). AM/PM bubbles must be filled completely. If letters or numbers are not within the boxes, or are not readable, payment may be delayed. Each shift worked must include Service Date, Time In with AM/PM, Time Out with AM/PM, and Service Code.

1. **PDW Name.** Print PDW’s Name.

2. **Employee ID.** First seven digits of employee ID number.

3. **Participant Name.** Print Participant’s Name.

4. **Participant ID.** Seven digit participant ID number.

5. **Service Date.** The date services were provided, in MM/DD format.

6. **Time In.** The time your shift began, in HH:MM format. Choose AM or PM by filling in the correct circle.

7. **Time Out.** The time your shift ended, in HH:MM format. Choose AM or PM by filling in the correct circle.

8. **Task.** Choose which task(s) you completed for this shift by filling in the correct circle(s). Fill in as many as needed.

9. **Participant Initials.** The participant initials each shift to sign off that work and task(s) were completed according to plan.

10. “Other” task explanation (if applicable). If an “other” task circle was filled in, use this space to specify what was completed.

11. **PDW Signature.**

12. **PDW Signature Date.** In MM/DD/YY format. This must be on or after the last day worked

13. **Participant Signature.**

14. **Participant Signature Date.** In MM/DD/YY format. This must be on or after the last day worked