

**ASIWORKS, INC. MY CHOICES PROGRAM
INSTRUCTIONS FOR
COMPLETING AND APPROVING EMPLOYEE TIME SHEETS**

HOW TO SUBMIT TIME SHEETS

Time sheets can be submitted to ASI by one of four methods:

1. Mail the time sheet to: ASIWorks, Inc.
Illinois Department on Aging-My Choices Program
Attention: ASI Accounting Department
7101 Wisconsin Ave., Suite 1400
Bethesda, MD 20814
2. FAX the time sheet to (301) 654-4021.
3. Electronically submit the time sheet via internet at mychoicesillinois.com
4. Enter your time sheet via Audio-Time Sheet by dialing toll free (866) 511-8885.

The method used to submit time sheets will be decided upon by the Participant/Authorized Representative.

HOW TO USE

The time sheet is a mandatory form used by all employees to write the days and times they worked with participants in their homes or in the community, and (b) to indicate the services they provided.

This paper time sheet must be completed by all employees regardless of whether their employer's selects electronic or audio-time sheets. The paper time sheet is the permanent record in the home of the services provided by each employee in the program.

HOW TO COMPLETE THE TIME SHEET

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|--------------------------------|--|
| Pay Period | Located at the top of the form, this is the first day and last day of the pay period: Pay periods are 1st - 15 th and 16 th - last day of each month. Use the ASI Pay Schedule to enter the correct dates for the 15-day pay period. |
| Worker Name | Write your last name then first name |
| Participant/Auth. Rep. Address | Write your employer's last name, then first name. Write your employer's home address |

Service Codes: Each service code describes a service. YOU will write the service codes that best describe the service you provided each day in the appropriate place on the time sheet.

01: Activities of Daily Living
Use this code to describe personal care services for the consumer, including eating, bathing, grooming, dressing and toileting

02: Home Living
Use this code to describe in-home services, such as meals, laundry and housework.

03: Community Living
Use this code to describe activities with the consumer outside of the home, including telephoning, money management and travel assistance.

04: Special Health
Use this code to describe health-related services, such as mobility, wheelchair transfer, medication assistance and incontinence.

Day and Date Begin on the first line, enter the day and date of service in the first and second column.

Start Time AM/PM Write the time you began your shift. Write time as real time, for example: 3:35 pm.
Do not write the number of hours served.

Stop Time Write the time your shift ended.

Total Hours Worked Write the total hours worked this shift.

Service Code(s) Using the Service Codes and Descriptions, write the service code(s) that describe all of the activities you provided in this shift. Example, 01, 03, and 04

Employee Signature Employee must write sign each entry.

With the time sheet in front of you, continue on to the next line. Enter the next day and date of service. If there is a second shift on the same day, write in the same day and date of service again and record the new start and stop time for the second shift, followed by the Total Hours, Service Codes, and Employee Signature. After you have entered all days and dates of service, give the completed time sheet to the Participant/Authorized Representative to review and sign in the space provided.

APPROVING TIME SHEETS

The Employer must sign each entry in the last column – Approved by Participant/Authorized Representative. If not signed by the Participant/Authorized Representative, the employee will not be paid for that day and time.

THE ORIGINAL TIME SHEET REMAINS IN THE PARTICIPANT'S HOME AS PROOF OF YOUR SERVICE.

If you use the **audio time sheet**, employees must call our toll free number to sign in and out at the start and end of each shift. The telephone number is 1-866-511-8885.

If you use the **electronic time sheet**, employees must go to the project website by the end of the pay period to complete your time sheet. The project website is located at mychoicesillinois.com

If you use the **paper time sheet** only, employees must complete and employer must FAX or mail a copy of the paper time sheet to ASI by the deadline on the Pay Schedule.