

Timesheet Submission Tips regarding early Submission

1. Timesheets can be submitted on the last day of a pay period, the 15th or last day of the month, yes?

The Timesheet will go into a queue for processing on the 16th or the 1st of each month, yes?

Answer: Timesheets can be submitted on the last day a provider works. In the example above the timesheet can get submitted on the 15th or the last day of the month and be processed without a problem. The timesheet is held until the first day of the following pay period, either the 16th or the 1st, and then processed. If the 16th or the 1st is a weekend day, then the timesheet will be processed on the following Monday.

2. Regarding submitting an individual's timesheet prior to the end of the pay period, if the provider quit on the 8th of the month, can the submit the timesheet on the 8th?

It would go into queue and they would be processed on the regularly scheduled date for the pay period ending, yes?

Answer: In this situation the provider or recipient should contact the county and advise them that the provider is no longer working, so the county can terminate the provider in the payroll system. If the provider is terminated in the payroll system and submits their final timesheet, the system will process it that evening and issue payment. If the provider is not terminated in the payroll system and submits their timesheet early, their timesheet will be held and processed on the first day of the following pay period, same as above.

3. Provider worked their last day of the pay period (did not resign) the 13th of the month, can they submit their timesheet on the 13th?

Answer: Yes. Providers can submit their timesheet on the last day they work. So, in the example above, if their last day of work was the 13th, and they knew they were not going to work any more hours for the pay period they can submit their timesheet. The timesheet will be held and then process on the first day of the following pay period, the 16th or the 1st.

As an FYI, the System does not hold timesheets as a penalty for submitting early. We are working on improving system performance and will continue to communicate that there is no penalty. We are experiencing issues because everybody is waiting to submit their timesheets till the last day and we want to encourage providers to submit their timesheets on the last day that they work in the pay period.

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