

 - Indicates a pay day if the previous timesheet was submitted and approved on time

Customer Service: 1.844.880.8702

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Week Total:
					1	2	=
3 Timesheet due	4	5	6	7	8	9	=
10	11	12 	13	14	15	16	=
17 Timesheet due	18	19	20	21	22	23	=
24	25	26 	27	28	29	30	=
31 Timesheet due							=
						Total of all weekly hours:	____ hours used

<p>Your plan information: Budget after admin fees: \$ _____ _____ billable rate: ____/hour _____ billable rate: ____/hour</p> <p>*Reminder there are 3 pay periods in the months June & November so an additional check processing fee per employee is applied.</p>	<p>How to calculate monthly hours: Budget amount/Billable rate= Monthly Hours \$_____/ \$_____ = _____ Hours per month Monthly hours must be used between the first and last calendar day of the month. Any hours that are submitted OVER the allowed amount are the participant/employer's responsibility to pay.</p>	<p>Reminders: Employees may not submit hours during a participant's facility stay. All facility stays must be reported. Overtime is not available in PPP. Please remember timesheets must be submitted timely, timesheets older than 90 days will be denied.</p>
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Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Week Total:
	1	2	3	4	5	6	=
7	8	 9	10	11	12	13	=
14 Timesheet due	15	16	17	18	19	20	=
21	22	 23	24	25	26	27	=
28 Timesheet due							=
							=
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21	22	 23	24	25	26	27	=
28 Timesheet due	29	30	31				=
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4	5	6 	7	8	9	10	=
11 Timesheet due	12	13	14	15	16	17	=
18	19	20 	21	22	23	24	=
25 Timesheet due	26	27	28	29	30		=
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2	3	4 	5	6	7	8	=
9 Timesheet due	10	11	12	13	14	15	=
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23 Timesheet due	24	25	26	27	28	29	=
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13	14	15 	16	17	18	19	=
20 Timesheet due	21	22	23	24	25	26	=
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11	12	13 	14	15	16	17	=
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25	26	27 	28	29	30	31	=
							=
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Your plan information:

Budget after admin fees: \$ _____
 _____ billable rate: _____/hour
 _____ billable rate: _____/hour

*Reminder there are 3 pay periods in the months June & November so an additional check processing fee per employee is applied.

How to calculate monthly hours:

Budget amount/Billable rate= Monthly Hours
 \$ _____/\$ _____ = _____ Hours per month
 Monthly hours must be used between the first and last calendar day of the month.

Any hours that are submitted **OVER** the allowed amount are the participant/employer's responsibility to pay.

Reminders:

Employees may **not** submit hours during a participant's facility stay.
 All facility stays **must** be reported.
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