1. Both Recipient and Provider MUST sign and date the back of the timesheet.

2. Monthly service hours should be split into weekly hours. Know your client’s weekly and monthly authorized hours (see #2 below).

3. Time worked should be written in hours and minutes only, no decimals (see #3 below).

4. Claimed row shows how many hours you claimed for the week on your last timesheet. Include claimed hours when calculating your weekly hours. Avoid going over your weekly maximum hours (see #4 below).

5. Use one line only to cross out mistakes and write the correction in the same box.

Example:

![Timesheet Tips](image-url)