Contact Information for ACES$ Illinois Offices

Call us

toll free at 1.877.ACESS 81
(223.7781)

Email us

info@acessfea.org with general questions

timesheets@acessfea.org for more timesheets

enrollment@acessfea.org with enrollment questions

Write Us

ACES$
830 South Spring Street
Springfield, IL 62704

or

ACES$
16750 South Oak Park Ave
Tinley Park, IL 60477

ACES$: Avenues to Consumer Employer Services & $upports

HOW TO

FILL OUT

TIMESHEETS

Helpful Tips,

FAQ's,

& Examples

This booklet is being provided to you to assist you in the process of filling out your timesheets properly, answering any questions you might have about the timesheets and to provide some explanation on the importance of filling out your timesheet correctly.

The following is a list of some of the commonly used terms in this booklet and in our program.

Consumer or Participant

This is the individual who has been awarded and is currently eligible for funding of services through the IL DHS Home Based Program

Employer

This is the person who has completed the enrollment paperwork and been assigned an Federal Employer Identification Number by the IRS. In many cases in the ILDD this person is someone other than the consumer. Although, There are some circumstances that would allow the consumer to also be the employer in the ILDD.

Personal Support worker (PSW)

This is the person who is being hired by the Employer to do work for the consumer. This is the person who is receiving a paycheck through our program.

* If you see the phrase "Consumer/Employer", we are referring to the person who has been assigned the Federal Employer Identification Number as the legal employer. We include the term "consumer" because the consumer, in some cases, can be their own employer.

Frequently Asked Questions

- Are we required to pay the overtime rate for time over 40 hours per week?

  No. Domestic employees are exempt from the IL Dept of Labor overtime requirements.

- I just faxed my timesheet. can you confirm it has been received?

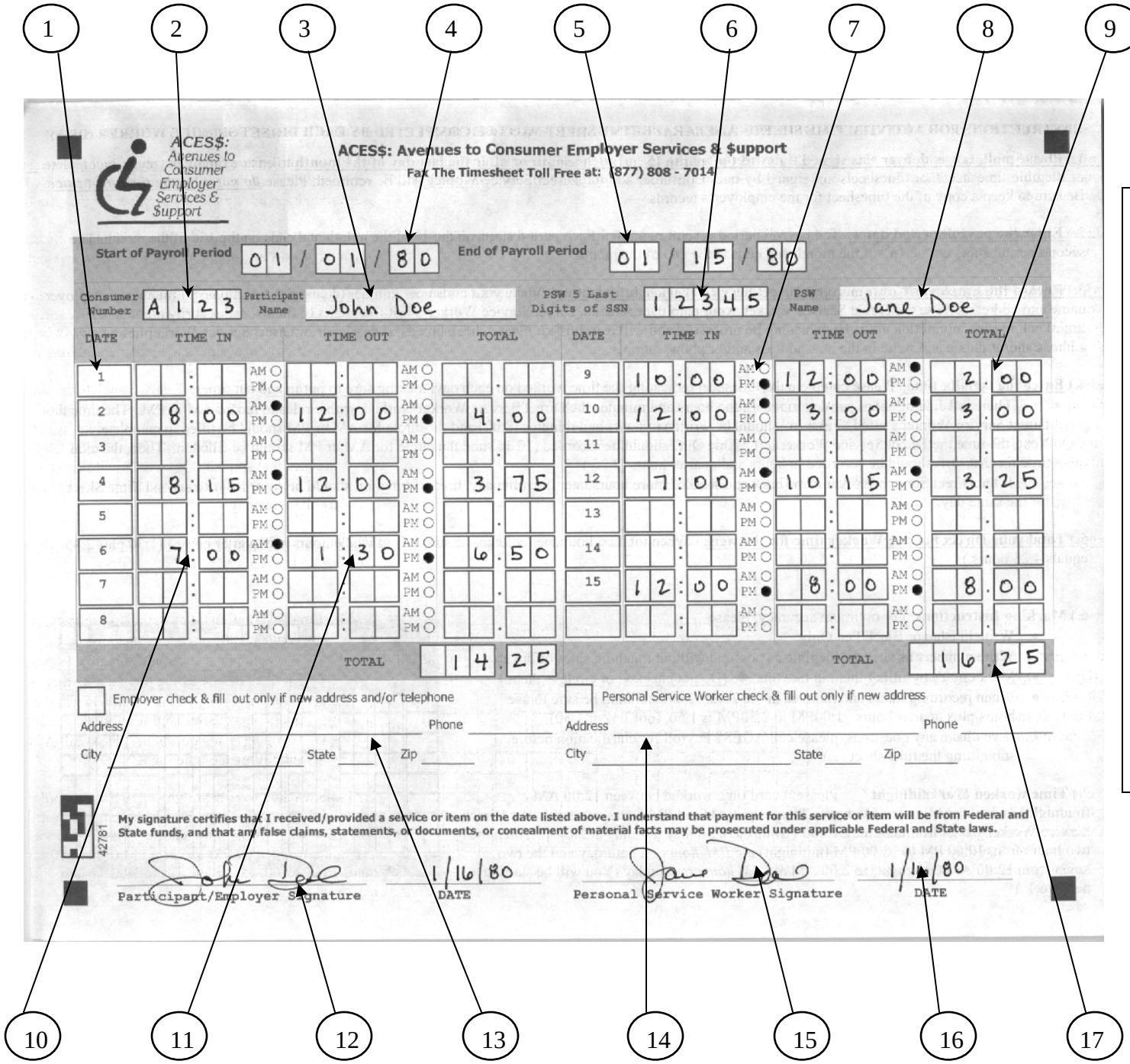
  Not right away. When you fax in your timesheet, it goes directly into our computer system. It takes on average 48 hours after you fax for us to be able to view your timesheet and confirm its receipt. We ask that you please set your fax machine to print out a confirmation report to confirm its delivery.

- I put the total hours on my timesheet, why should I have to put my time in and time out?

  Legally we have to calculate your total hours for each pay period from your time in and time out. We do not go by the total hours that you write in. if you have time in at 8:00am and time out at 11:00am and have 4 hours total, we can only pay 3 total hours because of your time in and time out.

- Why can't I put two separate shifts on one day on my timesheet?

  Because our timesheets are Pre-printed and computer read, our software will only recognize one shift per day. You cannot split up the boxes and write two numbers in one box, it will only recognize one number per box. If you work multiple shifts, you must put each shift on a different timesheet. You do not, however have to split up AM and PM hours onto different timesheets if they occur in the same shift.



1. Current Month Date
2. Consumer Number
3. Consumer Name
4. Pay Period Start Date
5. Pay Period End Date
6. Last FIVE Digits of PSW SSN
7. AM or PM Fill in Bubbles
8. PSW Name
9. Daily (Date) Hours Total
10. Time IN Box
11. Time OUT Box
12. EMPLOYER Signature
13. Change of Address only for EMPLOYER
14. Change of Address only for EMPLOYEE (PSW)
15. PSW Signature
16. Date of Signature
17. Column Hours Total

Helpful Timesheet Completion Tips

- Please Write as Legibly as possible
- Please do NOT make any stray marks on the timesheet – If you didn't work one day, leave it blank, do NOT put a line through it
- Do not write in the blank day on the 1st through the 15th timesheet
- Fill in the AM/PM bubbles completely, do not "X" or check them
- WE MUST HAVE TWO SIGNATURES TO PROCESS THE TIMESHEET
- Please do NOT use military time
- Please total the hours in each column separately
- Please use decimals (e.g. 1.50) in the total column instead of time (e.g. 1:30)
- If you are sending in a corrected timesheet or a timesheet for additional hours, please note this on the top of the timesheet by writing "Correction" or "Additional Hours"
- Do NOT cross out and write in different dates than the ones that are pre-printed on the timesheets for you
- Only fill in the change of address areas if you are changing your address
- Leading zeros are not necessary
- The Three most important pieces of information that you provide to us on the timesheet for identification purposes are (1) the consumer number, (2) the last 5 digits of the PSW's social security number, and (3) the pay period start and end dates. PLEASE be sure these are correct before turning it in.

Most Common Mistakes on Timesheets

- wrong or missing consumer number, PSW social security number and pay period start and end dates
- missing consumer or PSW signatures
- The pay period start and end dates do not match the preprinted dates on the timesheets (Jan 1 – Jan 15 must be on the timesheet that is preprinted with 1 through 15 on it)
- Time in and time out hours aren't written in, only total time. We cannot process a timesheet with only total hours, we MUST have time in and time out written in
- You cannot work more than 24 hours in one day
- Not totaling up the hours in the hours column or adding them up incorrectly
- Using minutes (:30, :15, :45) in the hours column instead of decimals (.50, .25, .75)
- Illegible information on the timesheet. It is imperative that all the information you write on the timesheet is able to be read by our software and our staff
- Fax mistakes:
    - Faxing in the timesheet upside down
    - Faxing in a reduced or enlarged copy of the timesheet (ALWAYS USE ORIGNIALS)
    - Faxing in the timesheet MULITPLE times – this will SIGNIFICANTLY slow down our payroll process. PLEASE ONLY FAX IN YOUR TIMESHEET ONE TIME.