

TIMESHEET CORRECTION NOTIFICATION

Date Sent: _____

Employer of Record: _____ Employee/PSW: _____

Reason for notification:

- Not signed by all parties (timesheet/mileage log)
- Not dated by all parties (timesheet/mileage log)
- Permission to input hours/mileage not initialed
- Hours of service have overlapped with another PSW/Agency
- Hours of service have already been claimed by you
- Corrections made without **BOTH** PSW and Employer of Record initialing
- White Out/Pencil
- No service agreement in place; Services not authorized
- Credentials expired (Auto Insurance, ODL, PEAA, CHC); no longer approved to work
 - ***Any entries (miles) rejected due to expired AI or ODL can be re-entered into eXPRS and approved once we have received updated copies of your ODL/AI, as long as there was no lapse in coverage.**
- Illegible
- AM or PM not indicated
- Mileage provided without a paid hourly support
- Other: _____

***Please make corrections and resubmit immediately**

***Important to Note:** if corrections need to be made, we cannot guarantee payment according to the Oregon State Payroll Calendar. (Located on the eXPRS website, or on our website-creativesupports.org)

- ✓ Original to Provider/PSW
- ✓ Scan to eXPRS Specialist
- ✓ Case Note
- ✓

A Correctly Completed Timesheet/Mileage Log Must Include:

- Name of Provider and Customer; (timesheet and mileage log)
 - The date the PSW provides service; (timesheet and mileage log)
 - The time the PSW begins providing the service; (timesheet only)
 - The time the PSW ends providing the service; (timesheet only)
 - Total units of service provided; (hours, days, mileage)
 - Service provided (Attendant Care, Mileage, etc...;
 - Dated signatures (IN PEN) from the employer of record (EOR) and PSW
 - For those PSWs delegating authority to the CDDP/Brokerage to enter their time, the section authorizing the CDDP/Brokerage staff to enter the data reported on the form must be fully completed (checkmark and initial) in order for the CDDP/Brokerage to enter data into eXPRS.
 - One Progress note per timesheet, in addition to at least one progress note per month of service.
 - Purpose of trip for mileage.
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- If a Correction or change needs to be made, BOTH the Employer and Employee must initial it.
 - No White Out. No Pencil. Timesheets are official documents
 - You cannot be paid for hours or mileage that exceed your Service Agreement. Units DO NOT roll over to the next month
 - You cannot be paid for services provided without a SA, or while credentials are expired.
 - According to the IRS PSWs must be providing an ADL/IADL service while transporting individuals in order to be reimbursed for their mileage.