



STUART T. WILSON CPA, PC

CERTIFIED PUBLIC ACCOUNTANT
FISCAL INTERMEDIARY

Employer Timesheet Checklist

- Are the payroll period dates correct? (Always 1st-15th & 16th-30th/31st)
- Has the employee entered their name?
- Is your name listed as the employer?
- Are the dates of service correct?
- Is the time in/time out recorded correctly?
- Do either the dates of service or time in/time out overlap with another employee?
- If you have more than one service code, are they entered accurately?
 - H2015-CLS
 - T1005-Respite
- Has your employee totaled the hours correctly?
- Has the employee signed the timesheet?
- If you have required service notes, have they been completed?
- If all of these items are true and correct: Have you signed your name?
- **Any timesheets that contain errors will be returned to you, the employer.**
- **Timesheets are due on the 1st & 16th of each month. *If the 1st or 16th falls on the weekend, the timesheet will be due on Monday.***