

**Questions?** Contact your ResilientSD Account Coordinator  
**Phone:** 855.393.0577  
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**TIMESHEET SUBMISSION**

**Mail:** 10425 W. North Ave., Suite 345  
 Milwaukee, WI 53226  
**Email:** Timesheets@Resilient-SD.com  
**Fax:** 1.855.325.4668

Direct Care Worker Name: \_\_\_\_\_ Last Four Digits of SSN \_\_\_\_\_

Veteran Name: \_\_\_\_\_

Authorized Representative Name: \_\_\_\_\_ AR Phone: \_\_\_\_\_

Pay Period Begins: (MM/DD/YYYY) \_\_\_\_\_ Pay Period Ends: (MM/DD/YYYY) \_\_\_\_\_

| Service Date (MM/DD) | Time In    | Time Out   | Time In    | Time Out   | Total Hours |
|----------------------|------------|------------|------------|------------|-------------|
| /                    | : AM<br>PM | : AM<br>PM | : AM<br>PM | : AM<br>PM |             |
| /                    | : AM<br>PM | : AM<br>PM | : AM<br>PM | : AM<br>PM |             |
| /                    | : AM<br>PM | : AM<br>PM | : AM<br>PM | : AM<br>PM |             |
| /                    | : AM<br>PM | : AM<br>PM | : AM<br>PM | : AM<br>PM |             |
| /                    | : AM<br>PM | : AM<br>PM | : AM<br>PM | : AM<br>PM |             |
| /                    | : AM<br>PM | : AM<br>PM | : AM<br>PM | : AM<br>PM |             |
| /                    | : AM<br>PM | : AM<br>PM | : AM<br>PM | : AM<br>PM |             |
| /                    | : AM<br>PM | : AM<br>PM | : AM<br>PM | : AM<br>PM |             |
| /                    | : AM<br>PM | : AM<br>PM | : AM<br>PM | : AM<br>PM |             |
| /                    | : AM<br>PM | : AM<br>PM | : AM<br>PM | : AM<br>PM |             |
| /                    | : AM<br>PM | : AM<br>PM | : AM<br>PM | : AM<br>PM |             |
| /                    | : AM<br>PM | : AM<br>PM | : AM<br>PM | : AM<br>PM |             |
| /                    | : AM<br>PM | : AM<br>PM | : AM<br>PM | : AM<br>PM |             |
| /                    | : AM<br>PM | : AM<br>PM | : AM<br>PM | : AM<br>PM |             |
| /                    | : AM<br>PM | : AM<br>PM | : AM<br>PM | : AM<br>PM |             |
| /                    | : AM<br>PM | : AM<br>PM | : AM<br>PM | : AM<br>PM |             |
| /                    | : AM<br>PM | : AM<br>PM | : AM<br>PM | : AM<br>PM |             |
| /                    | : AM<br>PM | : AM<br>PM | : AM<br>PM | : AM<br>PM |             |
| /                    | : AM<br>PM | : AM<br>PM | : AM<br>PM | : AM<br>PM |             |
| Service Hours Total  |            |            |            |            |             |

The Authorized Representative and Worker certify that the information provided on this timesheet is a true and accurate statement of the services provided. The Authorized Representative and Worker understand that payment for services provided are subject to payroll taxes.

Direct Care Worker Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Veteran/Authorized Representative Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# LIVEABILITY – PENNSYLVANIA INDEPENDENCE NETWORK TIMESHEET INSTRUCTIONS

## TIMESHEET CHECKLIST

Is my legal name on the Timesheet?

Is my Veteran's legal name on the Timesheet?

Did I fill in the correct pay period with the correct start and end dates?

Example (See schedule for dates):

|                                 |            |                               |            |
|---------------------------------|------------|-------------------------------|------------|
| Pay Period Begins: (MM/DD/YYYY) | 10/01/2025 | Pay Period Ends: (MM/DD/YYYY) | 10/15/2025 |
|---------------------------------|------------|-------------------------------|------------|

Did I fill in the dates for each day worked?

Did I use the correct 15-minute increments to record my work time?

**15 min. | 30 min. | 45 min. | 60 min.**

Did I sign and date my Timesheet?

Example: If the last day you worked was July 23<sup>rd</sup>, you would sign and date the Timesheet as 7/23/20xx.

Did my Veteran/employer sign and date my Timesheet?

Did I make sure hours submitted are worked on or before the Timesheet due date and signed date?

Did I make sure the dates on the Timesheet are for one pay period ONLY and do not cross with any other pay periods?

Did I make sure I did NOT use white-out to make corrections?

**PLEASE NOTE:** Timesheets received that are missing any of the above information will be rejected and returned for correction. They may result in delay of payment.

## MARKING INSTRUCTIONS

Write in **BLACK** or **BLUE** ink only. Write as large and legible as possible without touching the sides of the boxes.

**Do not write outside of the boxes.**

|             |             |              |
|-------------|-------------|--------------|
| <b>X NO</b> | <b>X NO</b> | <b>✓ YES</b> |
| 5 15        | 5 : 15      | 5 : 15       |

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## HOW DO I RECORD MY HOURS

If you only work one shift a day, your hours should be recorded in the first Time In and Time Out columns.

| Service Date (MM/DD) | Time In                                                        | Time Out                                                       |
|----------------------|----------------------------------------------------------------|----------------------------------------------------------------|
| 09 / 22              | 8 : 00 <input type="checkbox"/> AM <input type="checkbox"/> PM | 1 : 30 <input type="checkbox"/> AM <input type="checkbox"/> PM |

If you work more than one shift per day, your hours for the additional shift should be recorded in the second Time In and Time Out columns.

| Service Date (MM/DD) | Time In                                                        | Time Out                                                       | Time In                                                        | Time Out                                                       |
|----------------------|----------------------------------------------------------------|----------------------------------------------------------------|----------------------------------------------------------------|----------------------------------------------------------------|
| 09 / 22              | 8 : 00 <input type="checkbox"/> AM <input type="checkbox"/> PM | 1 : 30 <input type="checkbox"/> AM <input type="checkbox"/> PM | 3 : 00 <input type="checkbox"/> AM <input type="checkbox"/> PM | 7 : 00 <input type="checkbox"/> AM <input type="checkbox"/> PM |

What should I do if I work past midnight on any given day?

- The hours worked past midnight **MUST** be recorded on the next day.

*Example:* If you work Monday from 6:00pm to Tuesday 6:00am, your timesheet should look as follows

| Service Date (MM/DD) | Time In                                                                    | Time Out                                                                   |
|----------------------|----------------------------------------------------------------------------|----------------------------------------------------------------------------|
| 09 / 22              | 6 : 00 <input type="checkbox"/> AM <input checked="" type="checkbox"/> PM  | 12 : 00 <input checked="" type="checkbox"/> AM <input type="checkbox"/> PM |
| 09 / 23              | 12 : 00 <input checked="" type="checkbox"/> AM <input type="checkbox"/> PM | 6 : 00 <input checked="" type="checkbox"/> AM <input type="checkbox"/> PM  |