

# Wisconsin Veteran Directed Care Program Timesheet

## \*REQUIRED FIELDS

**Failure to provide the necessary information may result in delays in processing**

**\*EMPLOYEE NAME:** \_\_\_\_\_ **\*LAST FOUR DIGITS OF SS #** \_\_\_\_\_

**\*VETERAN NAME:** \_\_\_\_\_ **VETERAN Phone #** \_\_\_\_\_

Was the Veteran admitted to a hospital or nursing home during any of these dates? Yes  No

If **YES**, indicate the dates the Veteran was **admitted to and discharged from** the hospital or nursing home \_\_\_\_\_

**NO SERVICES CAN BE PAID WHILE PARTICIPANT IS ADMITTED TO A HOSPITAL/NURSING HOME**

Please Enter Pay Period Date Range: (ex. 1/5/2020 - 1/18-2020)									
Day	*Date	*Start Time	AM	PM	*End Time	AM	PM	*Service Code or Notes	# of Hours Worked
Week 1 of Pay Period (hours exceeding 40 in a Sunday to Saturday period will generate overtime.)									
Sun									
Sun									
Mon									
Mon									
Tues									
Tues									
Wed									
Wed									
Thurs									
Thurs									
Fri									
Fri									
Sat									
Sat									
Week 2 of Pay Period (hours exceeding 40 in a Sunday to Saturday period will generate overtime.)									
Sun									
Sun									
Mon									
Mon									
Tues									
Tues									
Wed									
Wed									
Thurs									
Thurs									
Fri									
Fri									
Sat									
Sat									
Total Hours Worked for Current Pay Period									

**\*Start & End times need to be listed in quarter hour increments. Example: 12:00pm, 12:15pm, 12:45pm, etc.**  
*We (below) certify that the information provided on this form is true, accurate and complete.*

**\*Employee Signature** \_\_\_\_\_

*Date* \_\_\_\_\_

**\*Veteran Signature** \_\_\_\_\_

*Date* \_\_\_\_\_

**Timesheets received by ARIS Solutions after the due dates on the Payroll Schedule will be processed for the next scheduled pay date.**

**Mail timesheets to:** ARIS Solutions- Veteran Dept. PO Box 4409 White River Jct., VT 05001

**Secure Fax:** 1-802-295-9812 **Secure Portal:** <https://arissolutions.org/submit-timesheet/>

