

### Is Employee Exempt from Overtime Payments?

|                                                                                            |                                                                                           |
|--------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------|
| <input type="radio"/> Yes (Overtime exempt means <b>should not</b> be paid overtime wages) | <input type="radio"/> No (Not overtime exempt means <b>should</b> be paid overtime wages) |
|--------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------|

## ARIS Solutions Time Sheet

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

CONSUMER NAME: \_\_\_\_\_ AGENCY \_\_\_\_\_

Do you live with the person you provided care to? ☐ Yes ☐ No

Was the Consumer admitted to a hospital or nursing home during any of these dates? Yes \_\_\_\_ No \_\_\_\_  
 If **YES**, indicate the dates the Consumer was admitted to and discharged from the hospital or nursing home \_\_\_\_\_

Will this employee continue to work for you? ☐ Yes ☐ No

If no, why not: ☐ Quit ☐ Fired ☐ Laid Off

Effective Date: \_\_\_\_\_

### SERVICES CANNOT BE PAID WHILE PARTICIPANT IS ADMITTED TO A HOSPITAL/NURSING FACILITY

Program Consumer Receives Supports from:

|                       |                                   |                       |                        |                       |                        |                       |                                          |
|-----------------------|-----------------------------------|-----------------------|------------------------|-----------------------|------------------------|-----------------------|------------------------------------------|
| <input type="radio"/> | Adult Family Care-Respite         | <input type="radio"/> | Choices for Care (CFC) | <input type="radio"/> | CFC-Moderate Needs     | <input type="radio"/> | Attendant Services Program (ASP) or PDAC |
| <input type="radio"/> | Children's Personal Care Services | <input type="radio"/> | CFC—Flex Choices       | <input type="radio"/> | Family Managed Respite | <input type="radio"/> | Brain Injury Respite                     |

*All programs require EVV depending on where the service is provided, or the employee lives*

| Date                            | Start Time | A<br>M                | P<br>M                | End Time | A<br>M                | P<br>M                | Pay Rate | Service Code<br>(See Back for Codes) | Location of Service<br>(Consumer's Home or else Community) | # of Hours Worked |
|---------------------------------|------------|-----------------------|-----------------------|----------|-----------------------|-----------------------|----------|--------------------------------------|------------------------------------------------------------|-------------------|
|                                 |            | <input type="radio"/> | <input type="radio"/> |          | <input type="radio"/> | <input type="radio"/> |          |                                      |                                                            |                   |
|                                 |            | <input type="radio"/> | <input type="radio"/> |          | <input type="radio"/> | <input type="radio"/> |          |                                      |                                                            |                   |
|                                 |            | <input type="radio"/> | <input type="radio"/> |          | <input type="radio"/> | <input type="radio"/> |          |                                      |                                                            |                   |
|                                 |            | <input type="radio"/> | <input type="radio"/> |          | <input type="radio"/> | <input type="radio"/> |          |                                      |                                                            |                   |
|                                 |            | <input type="radio"/> | <input type="radio"/> |          | <input type="radio"/> | <input type="radio"/> |          |                                      |                                                            |                   |
|                                 |            | <input type="radio"/> | <input type="radio"/> |          | <input type="radio"/> | <input type="radio"/> |          |                                      |                                                            |                   |
|                                 |            | <input type="radio"/> | <input type="radio"/> |          | <input type="radio"/> | <input type="radio"/> |          |                                      |                                                            |                   |
|                                 |            | <input type="radio"/> | <input type="radio"/> |          | <input type="radio"/> | <input type="radio"/> |          |                                      |                                                            |                   |
|                                 |            | <input type="radio"/> | <input type="radio"/> |          | <input type="radio"/> | <input type="radio"/> |          |                                      |                                                            |                   |
|                                 |            | <input type="radio"/> | <input type="radio"/> |          | <input type="radio"/> | <input type="radio"/> |          |                                      |                                                            |                   |
|                                 |            | <input type="radio"/> | <input type="radio"/> |          | <input type="radio"/> | <input type="radio"/> |          |                                      |                                                            |                   |
|                                 |            | <input type="radio"/> | <input type="radio"/> |          | <input type="radio"/> | <input type="radio"/> |          |                                      |                                                            |                   |
|                                 |            | <input type="radio"/> | <input type="radio"/> |          | <input type="radio"/> | <input type="radio"/> |          |                                      |                                                            |                   |
|                                 |            | <input type="radio"/> | <input type="radio"/> |          | <input type="radio"/> | <input type="radio"/> |          |                                      |                                                            |                   |
|                                 |            | <input type="radio"/> | <input type="radio"/> |          | <input type="radio"/> | <input type="radio"/> |          |                                      |                                                            |                   |
|                                 |            | <input type="radio"/> | <input type="radio"/> |          | <input type="radio"/> | <input type="radio"/> |          |                                      |                                                            |                   |
|                                 |            | <input type="radio"/> | <input type="radio"/> |          | <input type="radio"/> | <input type="radio"/> |          |                                      |                                                            |                   |
|                                 |            | <input type="radio"/> | <input type="radio"/> |          | <input type="radio"/> | <input type="radio"/> |          |                                      |                                                            |                   |
| Total Number of Hours Submitted |            |                       |                       |          |                       |                       |          |                                      |                                                            |                   |

I (below) certify, under the pains and penalty of perjury, to the best of my knowledge, that the dates, start and end times, and hours provided on this form are true, accurate and complete. I understand that submitting an inaccurate time sheet may result in termination of the employer and/or the employee from this program and may result in civil and/or criminal penalties.

EMPLOYEE SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

PRINT EMPLOYER NAME \_\_\_\_\_ DATE \_\_\_\_\_

EMPLOYER SIGNATURE \_\_\_\_\_ EMAIL/PHONE \_\_\_\_\_

Time Sheets must be submitted according to the payroll schedule. Electronic time sheets must be received by 12:00PM on Monday of the payroll week. Late time sheets will be processed for the next regularly scheduled program pay date.

Non-DDSD Timesheet (July 2025)

**DO NOT SIGN A BLANK TIMESHEET OR SIGN A TIMESHEET ON BEHALF OF SOMEONE ELSE**  
**This timesheet is not for Developmental Disabilities Services (DS Waiver) Supports**

| Program                                  | Service                  | Service Code       | Minimum Rate* | Employer Tax*           |
|------------------------------------------|--------------------------|--------------------|---------------|-------------------------|
| <b>Adult Family Care-Respite</b>         | Respite (Hourly)         | AFCR               | \$15.49/hour  | 11.78%                  |
|                                          |                          | AFCR               | \$247.84/day  | 11.78%                  |
| <b>Children's Personal Care Services</b> | CPCS Personal Care       | Personal Care      | \$15.49/hour  | 11.24%                  |
| <b>Choices for Care (CFC)</b>            | Personal Care-Consumer   | Personal Care      | \$15.49/hour  | 11.78%                  |
|                                          | Personal Care-Surrogate  | Personal Care      | \$15.49/hour  | 11.78%                  |
|                                          | Companion Care-Consumer  | Companion          | \$15.49/hour  | 11.78%                  |
|                                          | Companion Care-Surrogate | Companion          | \$15.49/hour  | 11.78%                  |
|                                          | Respite Care-Consumer    | Respite            | \$15.49/hour  | 11.78%                  |
|                                          | Respite Care-Surrogate   | Respite            | \$15.49/hour  | 11.78%                  |
| <b>CFC—Flex Choices</b>                  | Flexible Choices         | Flexible Choices   | \$15.49/hour  | 11.78%                  |
| <b>CFC—Moderate Needs</b>                | Moderate Needs           | Moderate Needs     | \$15.49/hour  | 11.78%                  |
| <b>Family Managed Respite (FMR)</b>      | Respite (Hourly)         | Respite            | \$15.49/hour  | 9.82%                   |
|                                          | Respite (Daily)          | Respite            | \$247.84/day  | 9.82%                   |
| <b>Attendant Services—GF</b>             | Attendant Services       | Attendant Services | \$15.49/hour  | 9.34%                   |
| <b>Attendant Services—PDAC</b>           | Attendant Services PDAC  | PDAC               | \$15.49/hour  | 12.59%                  |
| <b>Brain Injury (BI)</b>                 | TBI Respite Care         | Respite            | \$15.49/hour  | 9.82%                   |
|                                          | TBI Respite Care         | Respite            | \$247.84/day  | 9.82%                   |
| <b>ALL PROGRAMS</b>                      | Sick Time (Hourly)       | Sick Time          |               | <i>Program Specific</i> |

*All programs require use of EVV depending on where the service is provided or the employee lives*

**Services cannot be provided while an individual is admitted to the hospital/nursing**

\*This information may change; please consult the ARIS Solutions website ([www.arissolutions.org](http://www.arissolutions.org)), your case/program manager or Program Handbook to be sure that you have the most up-to-date information.

**The employer is responsible to ensure all employees meet program qualifications around who can be paid. For more information about Employee Minimum Qualifications, please consult the Medicaid and program manuals for the specific program.**

Differences in Employer Tax rates are based on program-specific use of Unemployment /Workers' Compensation Insurances



To learn more about e-TIMESHEETS go to [www.arissolutions.org](http://www.arissolutions.org)  
 Contact 800-798-1658 or [financial@arissolutions.org](mailto:financial@arissolutions.org) with any questions