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## Enhanced PCA Timesheet Guide

The Enhanced PCA Timesheet is an easy to use electronic Portable Document Format (PDF) Timesheet that has many great features built into it that simplify your timesheet creation and management. You must have home computer access to use this enhanced timesheet and fill out the times each day.

PCA Timesheets are to be completed daily! You can save a PDF timesheet for each PCA with the PCA & Consumer Name and ID Numbers required to be printed easily with or without the dates and times pre-filled out.

**Requirements:** Adobe Acrobat or Adobe Reader version 7.0 or higher. Download free at <http://www.adobe.com/reader>

### Creating & Saving Timesheets:

- Download and Open the PDF file. A pop up window will ask you for the Pay Period Start Date, enter it in MM/DD/YYYY format. (Example: 01/01/2011). Click OK and the Daily Dates and Pay Period End Date are auto-filled.
- Type in the PCA Name, ID Number and Consumer Name, MHCP ID Number.
- Save this newly created Timesheet file for this particular PCA. Go to File > Save As..
- Name the file. (Example: JohnDoe01-14-2007.pdf which indicates the end date of the pay period to identify the timesheet)

You must save a separate PDF timesheet file for each PCA to open each new pay period to enter the new dates and times.

### Entering Time IN/OUT:

When entering the Time IN / Time OUT fields you MUST use 12 hour AM/PM format. *Example: 11:00 AM to 3:00 PM.*

You cannot enter shift times spanning past 11:59pm. *Example: 10:00pm to 12:00 AM (or 0:00 AM) will NOT calculate/display correctly. The solution for this error would be listing 9:59 PM to 11:59 PM. A shift of 10:00pm to 2:00am would be invalid as this would overlap the next day and cause errors.*

It is recommended that you enter Time IN / Time OUT values rounded to 15 minute increments. *Example: 1:00 PM to 3:10 PM should be 1:00 PM to 3:15 PM on the timesheet.*

### Resetting the Timesheet Dates:

To reset the timesheet new dates filled out for you, just open the timesheet PDF file and click the **Pay Period Dates** button and enter the new pay period start date and click OK to auto-fill the dates for you.

### Creating a Blank Timesheet:

If you want to print a blank timesheet with no dates or times filled out, just open the PDF file and enter any valid date and once it is auto-filled just click the **Clear Page** button and the timesheet will be blank to print.

### Important Information:

The Enhanced Timesheet is not submitted electronically and does not provide electronic signatures. You must print the timesheet and provide signatures and PCA initials by the services provided as outlined in the Consumer Care Plan. The initialed services must reasonably account for the amount of time billed for PCA services. You must draw a line through days where services were not provided.