

WHEN TO SUBMIT

- Timesheets are due by 11 :59 p.m. (before midnight) on the due date listed on the Payroll Payment Schedule.
- Timesheets that are not submitted on time will not be paid until the next pay period.
- Submit timesheets after you complete your last shift of the pay period. Signature dates must be on or after the last day worked.

HOW TO COMPLETE

- Timesheets must be accurate, complete and submitted on time.
- Every timesheet must be signed and dated by both the participant and the participant-hired worker.
- Every timesheet must include:
 - Participant-hired worker name (printed)
 - Participant-hired worker number
 - Pay Period Begins and Ends dates
 - Participant name
 - The days and hours worked
 - Service codes for hours worked
 - Total hours worked for each service
 - Participant-hired worker and participant signatures (with dates that are on or after the last day worked on the timesheet)

Incomplete or illegible forms are not processed for payment until all problems are corrected. If corrections are not received until after the due date, pay is not processed until the next pay period.

HOW TO SUBMIT

- **Email to:** cdstimesheets@outreachhealth.com
- **Fax to: 1-800-687-3121**

When submitting via fax, keep your fax confirmation page, and note the date and time the form was submitted.

OUTREACH MEMBER PORTAL

www.outreachhealth.com/WI and click on the link for the Member Portal

Submitting timesheets is even easier with the Outreach Member Portal. Send and review timesheets online, and get up-to-date budget information. **Call 1-877-901-5826 to learn more or sign up.**