



The Arc Central Chesapeake Region Self-Directed Services Timesheet

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Please check if this is a CORRECTED timesheet. Please refer to the payroll calendar for timesheet submittal due dates.

EMPLOYEE NAME (please print):							PAY PD #:	EMPLOYER/AUTHORIZED REP. NAME (please print):						DEPT #:	
WEEK ONE							WEEK TWO								
DAY	DATE	TIME IN	TIME OUT	HOURS	SERVICE CODE*	TOTAL HOURS	DAY	DATE	TIME IN	TIME OUT	HOURS	SERVICE CODE*	TOTAL HOURS		
SUN							SUN								
MON							MON								
TUES							TUES								
WED							WED								
THUR							THUR								
FRI							FRI								
SAT							SAT								
WEEK 1 TOTAL							WEEK 2 TOTAL								
TIMESHEET CHECKLIST		<input checked="" type="checkbox"/> In and Out times must be entered for each shift (including PTO, Holiday, etc.) <input checked="" type="checkbox"/> In and Out times are used to calculate total hours (Not TOTAL HOURS column) <input checked="" type="checkbox"/> AM and PM must be used to differentiate In and Out times <input checked="" type="checkbox"/> All hours WORKED over 40 per week is paid at 1.5x (excludes PTO, Holiday, etc.) <input checked="" type="checkbox"/> Employer & Employee must sign/date on or after the last date of service										WEEK 1 + WEEK 2 = PAY PERIOD TOTAL			
EMPLOYEE SIGNATURE:							DATE:	EMPLOYER/AUTHORIZED REP. SIGNATURE:						DATE:	
BY SIGNING ABOVE, I CERTIFY THAT THE HOURS OF SERVICE REFLECTED BY THIS TIMESHEET ARE TRUE AND ACCURATE AND THAT THE SERVICES ARE IN ACCORDANCE WITH MARYLAND DDA STANDARDS. FALSE INFORMATION CONSTITUTES MEDICAID FRAUD.															

* See pg 2 for all SERVICE CODES

Skip the timesheet and opt into **ELECTRONIC TIMEKEEPING** to make time submittal easier, faster, and more accurate!
 Please visit the website (thearcccr.org/fms) for e-time resources or contact us for details at FMSPayroll@thearcccr.org.

SERVICE CODES *		PLEASE CONFIRM THE AUTHORIZED SERVICE CODES AND FUNDING IN THE PERSON-CENTERED PLAN/BUDGET BEFORE SUBMITTING TIMESHEET
X	Personal Supports	
X-ON	Personal Supports - Overnight Supports	
X-PTO	Personal Supports - PTO	
X-HOL	Personal Supports - Holiday	
CD	Community Development Services (formerly Community Learning)	
CD-PTO	Community Development Services - PTO	
CD-HOL	Community Development Services - Holiday	
EB	Emergency Back-Up Staff	
RS	Respite	
RS-PTO	Respite - PTO	
RS-HOL	Respite - Holiday	
OJS	Ongoing Job Supports (formerly Job Coach/Supported Employment)	
OJS-PTO	Ongoing Job Supports - PTO	
OJS-HOL	Ongoing Job Supports - Holiday	
SB	Support Broker	
SB-PTO	Support Broker - PTO	
SB-HOL	Support Broker - Holiday	
NS	Nursing Services	
NS-PTO	Nursing Services - PTO	
NS-HOL	Nursing Services -Holiday	
AON	Awake Overnight - State Funded Only	
AON-PTO	Awake Overnight - PTO - State Funded Only	
AON-HOL	Awake Overnight - Holiday - State Funded Only	
SS	Sick & Safe (Montgomery County Only - Please enter like a shift with start and stop times)	