

## **Your Timesheet & Overtime Requirements**

### **New Informational Video: Timesheets, Overtime & Travel Time Pay**

The California Department of Social Services (CDSS) is pleased to announce the availability of a short, but very informative video, which will give you additional details about new changes to California state law which now require providers of the In-Home Supportive Services (IHSS) to be paid overtime and travel time, under certain conditions and within specific limits. When these limits are not followed, providers may get a violation with consequences.

Please take a few minutes to view this [video](#).

We highly encourage you to take advantage of this opportunity to watch the video and see how these changes may impact you!

### **Training**

Training is now available for you to learn more about these new changes. Contact your local county IHSS office, IHSS Public Authority, or union representative to get the details. In addition to the video and training, the following tips highlight important information to remember in order to avoid payment delays and violations.

## **Do's and Don'ts**

### **Do's:**

- Eligible providers may only travel up to 7 hours per workweek.
- Both recipients and providers need to understand the county approval process for adjusting hours.

### **Don't:**

- Providers must not work more than their assigned total maximum weekly hours.
- Providers who work for more than one recipient cannot work more than a total of 66 hours per workweek.

## **Timesheet Completion Tips**

1. It is important for providers to remember these helpful tips when completing Timesheets:
2. Only use black ink and press firmly.
3. Both the recipient and provider must sign and date the back of the timesheet.
4. Cut along the dotted line.
5. Do not fold the timesheet.
6. Do not write in any boxes with preprinted information.
7. Only enter hours and minutes for each day worked on timesheets.
8. Only mail one timesheet per envelope.
9. Place the correct postage on the outside of the envelope.

**Important Instructions**

2. Your defined workweek is from Sunday 12:00 AM to Saturday 11:59 PM.
3. Do not send any other documents with the timesheet.
4. Only write in the hours, minutes, signature, and date boxes. Do not write in any box with a preprinted 0. Any extra writing on the timesheet can delay your paycheck.
5. You will not be paid for hours claimed more than the recipient's IHSS Program authorized hours (as shown in the "hours" field below) or the weekly allowed hours. Claiming extra hours can delay your paycheck.
6. You must enter hours for each day worked (Total line is optional).
7. You and your Recipient must sign and date the back of your timesheet.
8. Do not fold the timesheet. Do not use white out or correction tape on timesheet.
9. Claimed = hours worked and claimed in previous pay period.

Provider #: 000000000	Provider Name: LASTNAME, FIRST
Case #: 43 01 0000000	Recipient Name: LASTNAME, FIRST
Type: IHSS	Timesheet No: 4000059138
Pay From: 07/01/2015	Pay To: 07/15/2015 Hours: 52:30

Workweek #1	Workweek #2	Workweek #3	Workweek #4
Claimed: 00:00	Claimed: 00:00	Claimed: 00:00	Claimed: 00:00

S 0 0 0 0	S05 H H M M	S 12 H H M M	S 0 0 0 0
M 0 0 0 0	M06 H H M M	M 13 H H M M	M 0 0 0 0
T 0 0 0 0	T07 H H M M	T 14 H H M M	T 0 0 0 0
W01 H H M M	W08 H H M M	W 15 H H M M	W 0 0 0 0
T02 H H M M	T09 H H M M	T 0 0 0 0	T 0 0 0 0
F03 H H M M	F 10 H H M M	F 0 0 0 0	F 0 0 0 0
S04 H H M M	S 11 H H M M	S 0 0 0 0	S 0 0 0 0

For additional information, contact your local county IHSS office or IHSS Public Authority, or visit the California Department of Social Services' [Adult Programs Division website](#).