
IHSS PROVIDERS NOTICE OF NEW TIMESHEETS PLEASE KEEP FOR FUTURE USE

As of _____ the IHSS program in your county will be getting a new payroll system that
MM/YY
will use a New IHSS Timesheet. You will be receiving the New IHSS Timesheet with your paycheck (a sample of the New Timesheet is enclosed). This notice gives you information about the New Timesheet. It is important that you read and follow the instructions provided in this notice in order to be paid correctly and on time for the hours of IHSS service you provide.

Where Timesheets are Processed for Payment: New Timesheets will be processed at a Timesheet Processing Facility (TPF) in Chico, California. **They will NOT be processed at the county IHSS office. You need to mail all New Timesheets to the Chico facility.**

The envelope you receive with the New Timesheet will have the TPF address printed on it. The TPF address is also on the back of the New Timesheet if the envelope is lost. **DO NOT** mail or drop off the New Timesheet to any county IHSS office; this will cause a **DELAY** in receiving your paycheck. Old-style timesheets should still be sent to the county IHSS payroll office.

When to Send Timesheets: Send timesheets promptly at the end of each pay period. There are two pay periods each month.

- The first pay period ends on the 15th of the month and the second pay period ends on the last day of the month. If you send your timesheet in early, it will either be rejected for payment or held until the end of the pay period.
- If time is claimed after the date the timesheet is received, it will be rejected for payment. For example, if the timesheet is received at the TPF on the 10th of the month and hours are entered on the timesheet for the 14th of the month, it will be rejected for payment. You will have to get another timesheet from the county IHSS payroll office, fill it out and have it signed and then send it to the TPF.
- If time is not claimed after the date the timesheet is received it will be held until the end of the pay period to be processed. For example, if the timesheet is received at the TPF on the 10th of the month but no hours are entered on the timesheet after the 10th of the month, the timesheet will be held until the end of the pay period to be processed.
- If you stop working for a recipient, you **MUST immediately** notify the county IHSS office of your work end date. You may then submit your timesheet at the end of your last work day and it will be processed upon receipt.

What to Send to the Timesheet Processing Facility (TPF): Send only your timesheet to the Timesheet Processing Facility. Do not send any other documents to the TPF. The TPF will **NOT** process any other information. If you or your recipient sends other information it will **DELAY** the county receiving this information. If you have other information to report to the IHSS program, send it to the county IHSS office – **Do not mail it to the TPF.**

How to Claim Your Worked Time: On the new timesheet, you will write the time you worked in **hours and minutes** each day. You no longer need to change minutes to decimals. For example, if you work 4 hours and 45 minutes, you would enter 4 in the “Hours” boxes and 45 in the “Minutes” boxes (see example on enclosed sample Pay Stub).

What Time to Claim: The IHSS recipient you work for is authorized time to receive specific domestic and related and personal care services. The IHSS program only pays for authorized hours and services. The time you work performing authorized services is the only time for which you can be paid by the IHSS program. The recipient or their representative is responsible for scheduling these services to ensure the recipient’s needs are met throughout the month.

If too many of the recipient’s authorized hours are used during the first pay period, their needs may not get met during the rest of the month. Timesheets claiming too many hours in the first pay period will be reviewed and you or the recipient you work for may be contacted to discuss the hours being claimed. This may **DELAY** your paycheck.

Completing the New Timesheet: You **MUST** use black ink to complete the timesheet. You **MUST NOT** use pencil; **MUST NOT** fold the timesheet; and **MUST NOT** write anything on the timesheet except time worked (hours and minutes), signature and date.

Signing and Dating New Timesheet: New timesheets must be signed and dated on the back side by both you and your recipient. Timesheets submitted without both signatures will be rejected for payment. You and your recipient will have to complete another timesheet. This will create a **DELAY** in receiving your paycheck.

How to Report a Change of Address: If you move, you **MUST immediately** complete a change of address form that you get from and return to the county IHSS payroll office. **DO NOT** report your new address on the new timesheet. IHSS paychecks **will not** be forwarded by the post office. If the payroll system does not have your correct address, your paycheck will be returned to the State Controller’s Office as undeliverable.

KEEP THIS NOTICE FOR USE IN COMPLETING THE NEW TIMESHEET.

**CONTACT THE COUNTY IHSS PAYROLL OFFICE IF YOU HAVE QUESTIONS OR
NEED ASSISTANCE COMPLETING THE NEW TIMESHEET.**