

- ❑ Timesheets are due by 5 p.m. EST on Monday, regardless of office hours. Late timesheets may result in late payment.
- ❑ Emailed timesheets must be sent as a PDF attachment and emailed to acr@alliedgroup.org.
- ❑ You must notify Allied anytime your services are interrupted due to visits to the hospital and/or any vacation time. Remember, your employees can not be paid during these periods of ineligibility.
- ❑ You must stay within your set plan hours and/or approved budgets; each employee can work up to 40 hours a week if the plan or budget allows.
- ❑ Timesheets should be reviewed before submitted and should not be sent in with common errors such as white-out, write overs, or cross outs.



Payroll Notice

As the employer, it is your legal obligation to make sure that your employees are paid on time for all hours worked. Please review the following information to avoid common mistakes that could result in payroll issues and/or delayed payment.

- ❑ Timesheets should contain the pay period (located on the top left-hand corner of timesheet).
- ❑ Program should be bubbled in (located on the top right-hand corner of the timesheet).
- ❑ The employee and employer information should be completed.
- ❑ Make sure each service line contains the correct month, day, service, in time, and out time. Do not forget to bubble in the a.m. and p.m.
- ❑ Do not forget to complete the Activity Checklist bubbles or Progress Notes of the timesheet. This section should not be left blank.
- ❑ Always review, sign, and date after the last day of the week worked.