

## TIMESHEET REQUIREMENTS

- Employee first and last name
- Person receiving services first and last name
- Employer first and last name
- Service date(s) – the dates that were worked (month/day/year)
- Time worked begin and end. Indicate AM or PM (12:00 noon is PM and 12:00 midnight is AM)
- Brief explanation of service provided during the shift (Task box(es) or service notes)
- Service Code
- Employee signature and signature date. The signature date should be on or after the last day worked on the timesheet.
- Employer signature and signature date. The signature date should be on or after the last day worked on the timesheet.

## TIMESHEET SUBMISSION

Timesheets can be submitted by email, mail or fax.

- **Email:** [Timesheets@WasatchSD.com](mailto:Timesheets@WasatchSD.com)
- **Fax:** 855.500.4521
- **Mail:** 515 South 700 East, Suite 2B  
Salt Lake City, UT 84102