



# Alabama Personal Choices Timesheet Instructions

Paper timesheets should only be used temporarily, due to Electronic Visit Verification (EVV) requirements. The paper timesheet will only be offered for a limited time, please review our Mobile Application and DCI online time submissions as the primary methods to submit time to Acumen.

If you choose to submit a paper timesheet, please ensure the timesheet is accurate, legible and submitted on time, according to the Payment Schedule. All entries should be made within the boxes and black ink is preferred. If the letters or numbers are not within the boxes or are not clear, and/or the timesheet is submitted after the scheduled due date, this will result in late payment.

Use the checklist below to assist with ensuring the timesheet is correct before it is submitted.

- Employee Name is clear (**LAST NAME, FIRST NAME**)
- Employee ID is clear
- Participant Name is clear (**LAST NAME, FIRST NAME**)
- Participant ID is clear
- Employee signed and dated
- Participant or Employer signed and dated
- Service Dates (the date the services were provided) are listed in format: MM/DD/YYYY
- Time In (time the employee began working) is clear
- Time Out (time the employee finished working) is clear  
*(Note: a workday is from 12:00am to 11:59pm)*
- AM's and PM's are clearly filled in
- Write one service name abbreviation. See below example

SERVICE			
P	C	S	PCS - Personal Care
S	F		SF - Savings Fund

Fax, email, or mail the timesheet by the due date provided on the Payment Schedule. If you have any questions, contact our Customer Service team at (866) 859-0026.

**Mail:** 5416 E. Baseline Rd, Suite 200, Mesa, AZ 85206  
**Fax:** (866) 496-4575  
**Email:** payroll-sail@acumen2.net

*Want to avoid the hassle of submitting paper time sheets? Check out Acumen's DCI online based time entry system at <https://acumen.dcisoftware.com/>*

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