



Sample Time _____
Participant Hired Worker Name (LAST NAME, FIRST NAME)

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|---|---|---|---|---|---|---|---|---|
| 1 | 0 | 1 | 2 | 3 | 6 | 9 | 9 | 9 |
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Participant Hired Worker ID

Simple Sample _____
Participant Name (LAST NAME, FIRST NAME)

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Participant ID

The Participant Employer/Guardian and Participant Hired Worker certify that the information provided on this time report is a true and accurate statement of the services provided. The Participant Employer/Guardian and Participant Hired Worker understand that payment for services provided are subject to payroll taxes.

Sample Time

Simple Sample

Participant-Hired Worker Signature _____ Date _____

Participant Signature _____ Date _____

| M M / D D / Y Y Y Y | CHECK IN TIME | CHECK OUT TIME | SERVICE |
|---------------------|---|---|---------|
| 0 7 / 0 1 / 2 0 2 4 | 0 8 : 0 0 <input checked="" type="radio"/> AM <input type="radio"/> PM | 1 2 : 1 5 <input type="radio"/> AM <input checked="" type="radio"/> PM | S H C |
| 0 7 / 0 2 / 2 0 2 4 | 0 9 : 0 0 <input checked="" type="radio"/> AM <input type="radio"/> PM | 1 1 : 0 0 <input checked="" type="radio"/> AM <input type="radio"/> PM | P C |
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SUBMIT TIME SHEETS:

Fax: 1-800-687-3121 | Email: Payroll-wi@acumen2.net

Time sheets need to be submitted no later than midnight on the due date listed on the PHW Payroll Calendar. Remember, workers cannot be paid when the participant is hospitalized.