



Helpers, Inc.

TA Waiver Time Sheet Instructions

- All time sheets must be filled out completely.
- It is the responsibility of the Helper to complete a daily log of all hours worked.
- At the end of the billing period, it is the parent's responsibility to have the Helper sign each line, and sign and date the bottom of the timesheet before sending them in.
- All time sheets and daily worksheets must be faxed into our office within 2 days of the end of the billing cycle. (see chart below)
- Note that not sending your timesheet in delays us in billing Medicaid and in turn causes problems in paying you. Please help the family you service to make it a priority to get them in on time. They can be faxed or emailed to our offices.

Billing and Payroll Cycles

Work Dates Covered	Due Date Of Timesheets	Pay Date
1 st -15 th	17 th	5 th of the following month
16 th -31 st	2 nd	20 th of the following month

Timesheets are to be faxed to 913-322-7250 or e-mailed to info@helpersinc.org.

Viewing of Pay Stubs

To view your paycheck/direct deposit stub go to <https://eservices.paychex.com/secure>. The company ID that you will use is 0463 v571. **Your username** is the first letter of you first name and your entire last name. (If you cannot get in with that username, try adding a 1 after your last name as another employee may have the same first initial and last name.) **Your initial password** is your first and last initial capitalized and the last four digits of your Social Security number. When you log in you will be asked to change your password immediately. **The new password that you enter will be confidential and we will not have access to it.** Therefore it is imperative that you remember this password, since we will not be able to look it up for you.

If you have any questions feel free to give us a call at 913.322.7212.