Hawaii Behavioral Health

Instructions: Timesheets are due every Monday by 10:00 a.m. accompanied by Data Sheets, Service Authorizations and any other pertinent notes. Use BLACK INK and one line for each entry and signature. Any timesheets received after 10:00 a.m. on due date (see HBH Payroll Calendar) will be considered LATE and processed on the next business day. Employees may experience a delay in receiving (manual) paycheck up to 7 business days from the processing date. A manual check will be sent to the last known address on file. Timesheets may also be delayed for processing if incorrectly filled out, omitted information or missing accompanying required documents (SVF, Data, etc.)

SKILLS TRAINER: _____ CLIENT: _____

CLIENT'S HOME SCHOOL: _____

DATE	DAY	START TIME	STOP TIME	TOTAL HOURS

WEEKLY TOTAL HOURS: _____

I certify that the time claimed above is true and correct. No other claim has been or will be made for the above period. I understand that falsification of service delivery times may be punishable under state and federal law.

_____ _____

SKILLS TRAINER Signature Date