



January 2025

- Indicates a pay day if the previous timesheet was submitted and approved on time

Customer Service: 1.844.880.8702

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Week Total:
		1	2	3	4	5	=
6	7	8 	9	10	11	12	=
13 Timesheet Due	14	15	16	17	18	19	=
20	21	22 	23	24	25	26	=
27 Timesheet Due	28	29	30	31			=
							=
						Total of all weekly hours:	_____hours used

<p>Your plan information: Budget after admin fees: \$ _____ _____ billable rate: _____/hour _____ billable rate: _____/hour</p> <p>*Reminder there are 3 pay periods in the months April & October so an additional check processing fee per employee is applied.</p>	<p>How to calculate monthly hours: Budget amount/Billable rate= Monthly Hours \$ _____/\$ _____ = _____ Hours per month Monthly hours must be used between the first and last calendar day of the month. <u>Any hours that are submitted OVER the allowed amount are the participant/employer's responsibility to pay.</u></p>	<p>Reminders: Employees may not submit hours during a participant's facility stay. All facility stays must be reported. Overtime is not available in PPP. Please remember timesheets must be submitted timely, timesheets older than 90 days will be denied.</p>
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February 2025

- Indicates a pay day if the previous timesheet was submitted and approved on time

Customer Service: 1.844.880.8702

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Week Total:
					1	2	=
3	4	5	6	7	8	9	=
10 Timesheet Due	11	12	13	14	15	16	=
17	18	19	20	21	22	23	=
24 Timesheet Due	25	26	27	28			=
							=
						Total of all weekly hours:	_____hours used

<p>Your plan information: Budget after admin fees: \$ _____ _____ billable rate: _____/hour _____ billable rate: _____/hour</p> <p>*Reminder there are 3 pay periods in the months April & October so an additional check processing fee per employee is applied.</p>	<p>How to calculate monthly hours: Budget amount/Billable rate= Monthly Hours \$ _____/\$ _____ = _____ Hours per month Monthly hours must be used between the first and last calendar day of the month. <u>Any hours that are submitted OVER the allowed amount are the participant/employer's responsibility to pay.</u></p>	<p>Reminders: Employees may not submit hours during a participant's facility stay. All facility stays must be reported. Overtime is not available in PPP. Please remember timesheets must be submitted timely, timesheets older than 90 days will be denied.</p>
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March 2025

- Indicates a pay day if the previous timesheet was submitted and approved on time

Customer Service: 1.844.880.8702

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Week Total:
					1	2	=
3	4	5 	6	7	8	9	=
10 Timesheet Due	11	12	13	14	15	16	=
17	18 	19	20	21	22	23	=
24 Timesheet Due	25	26	27	28	29	30	=
31							=
						Total of all weekly hours:	_____ hours used

<p>Your plan information: Budget after admin fees: \$ _____ _____ billable rate: _____/hour _____ billable rate: _____/hour</p> <p>*Reminder there are 3 pay periods in the months April & October so an additional check processing fee per employee is applied.</p>	<p>How to calculate monthly hours: Budget amount/Billable rate= Monthly Hours \$ _____/\$ _____ = _____ Hours per month Monthly hours must be used between the first and last calendar day of the month. <u>Any hours that are submitted OVER the allowed amount are the participant/employer's responsibility to pay.</u></p>	<p>Reminders: Employees may not submit hours during a participant's facility stay. All facility stays must be reported. Overtime is not available in PPP. Please remember timesheets must be submitted timely, timesheets older than 90 days will be denied.</p>
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May 2025

- Indicates a pay day if the previous timesheet was submitted and approved on time

Customer Service: 1.844.880.8702

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Week Total:
			1	2	3	4	=
5 Timesheet Due	6	7	8	9	10	11	=
12	13	14 	15	16	17	18	=
19 Timesheet Due	20	21	22	23	24	25	=
26	27 	28	29	30	31		=
							=
						Total of all weekly hours:	_____ hours used

<p>Your plan information: Budget after admin fees: \$ _____ _____ billable rate: _____/hour _____ billable rate: _____/hour</p> <p>*Reminder there are 3 pay periods in the months April & October so an additional check processing fee per employee is applied.</p>	<p>How to calculate monthly hours: Budget amount/Billable rate= Monthly Hours \$ _____/\$ _____ = _____ Hours per month Monthly hours must be used between the first and last calendar day of the month. <u>Any hours that are submitted OVER the allowed amount are the participant/employer's responsibility to pay.</u></p>	<p>Reminders: Employees may not submit hours during a participant's facility stay. All facility stays must be reported. Overtime is not available in PPP. Please remember timesheets must be submitted timely, timesheets older than 90 days will be denied.</p>
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June 2025

- Indicates a pay day if the previous timesheet was submitted and approved on time

Customer Service: 1.844.880.8702

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Week Total:
						1	=
2 Timesheet Due	3	4	5	6	7	8	=
9	10	11 	12	13	14	15	=
16 Timesheet Due	17	18	19	20	21	22	=
23	24	25 	26	27	28	29	=
30 Timesheet Due							=
						Total of all weekly hours:	_____hours used

<p>Your plan information: Budget after admin fees: \$ _____ _____ billable rate: _____/hour _____ billable rate: _____/hour</p> <p>*Reminder there are 3 pay periods in the months April & October so an additional check processing fee per employee is applied.</p>	<p>How to calculate monthly hours: Budget amount/Billable rate= Monthly Hours \$ _____/\$ _____ = _____ Hours per month Monthly hours must be used between the first and last calendar day of the month. <u>Any hours that are submitted OVER the allowed amount are the participant/employer's responsibility to pay.</u></p>	<p>Reminders: Employees may not submit hours during a participant's facility stay. All facility stays must be reported. Overtime is not available in PPP. Please remember timesheets must be submitted timely, timesheets older than 90 days will be denied.</p>
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July 2025

- Indicates a pay day if the previous timesheet was submitted and approved on time

Customer Service: 1.844.880.8702

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Week Total:
	1	2	3	4	5	6	=
7	8	9	10	11	12	13	=
Timesheet Due 14	15	16	17	18	19	20	=
21	22	23	24	25	26	27	=
Timesheet Due 28	29	30	31				=
							=
						Total of all weekly hours:	_____hours used

Your plan information:
 Budget after admin fees: \$ _____
 _____ billable rate: _____/hour
 _____ billable rate: _____/hour

*Reminder there are 3 pay periods in the months April & October so an additional check processing fee per employee is applied.

How to calculate monthly hours:
 Budget amount/Billable rate= Monthly Hours
 \$ _____/\$ _____ = _____ Hours per month
 Monthly hours must be used between the first and last calendar day of the month.
Any hours that are submitted OVER the allowed amount are the participant/employer's responsibility to pay.

Reminders:
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August 2025

- Indicates a pay day if the previous timesheet was submitted and approved on time

Customer Service: 1.844.880.8702

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Week Total:
				1	2	3	=
4	5	6 	7	8	9	10	=
11 Timesheet Due	12	13	14	15	16	17	=
18	19	20 	21	22	23	24	=
25 Timesheet Due	26	27	28	29	30	31	=
							=
						Total of all weekly hours:	_____hours used

<p>Your plan information: Budget after admin fees: \$ _____ _____ billable rate: _____/hour _____ billable rate: _____/hour</p> <p>*Reminder there are 3 pay periods in the months April & October so an additional check processing fee per employee is applied.</p>	<p>How to calculate monthly hours: Budget amount/Billable rate= Monthly Hours \$ _____/\$ _____ = _____ Hours per month Monthly hours must be used between the first and last calendar day of the month. <u>Any hours that are submitted OVER the allowed amount are the participant/employer's responsibility to pay.</u></p>	<p>Reminders: Employees may not submit hours during a participant's facility stay. All facility stays must be reported. Overtime is not available in PPP. Please remember timesheets must be submitted timely, timesheets older than 90 days will be denied.</p>
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September 2025

🏛️ - Indicates a pay day if the previous timesheet was submitted and approved on time

Customer Service: 1.844.880.8702

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Week Total:	
1	2	3	4	5	6	7	=	
8	9	10	11	12	13	14	=	
Timesheet Due								
15	16	17	18	19	20	21	=	
Timesheet Due								
22	23	24	25	26	27	28	=	
29	30						=	
							=	
							Total of all weekly hours:	____ hours used

Your plan information:

Budget after admin fees: \$_____ /hour
 _____ billable rate: _____/hour
 _____ billable rate: _____/hour

*Reminder there are 3 pay periods in the months April & October so an additional check processing fee per employee is applied.

How to calculate monthly hours:

Budget amount/Billable rate= Monthly Hours
 \$_____/\$_____ = _____Hours per month
 Monthly hours must be used between the first and last calendar day of the month.

Any hours that are submitted OVER the allowed amount are the participant/employer's responsibility to pay.

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October 2025

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Customer Service: 1.844.880.8702

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Week Total:
		1 	2	3	4	5	=
6 Timesheet Due	7	8	9	10	11	12	=
13	14	15 	16	17	18	19	=
20 Timesheet Due	21	22	23	24	25	26	=
27	28	29 	30	31			=
							=
						Total of all weekly hours:	_____ hours used

Your plan information:
 Budget after admin fees: \$ _____
 _____ billable rate: _____/hour
 _____ billable rate: _____/hour

*Reminder there are 3 pay periods in the months April & October so an additional check processing fee per employee is applied.

How to calculate monthly hours:
 Budget amount/Billable rate= Monthly Hours
 \$ _____/\$ _____ = _____ Hours per month
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November 2025

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Customer Service: 1.844.880.8702

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Week Total:
					1	2	=
3 Timesheet Due	4	5	6	7	8	9	=
10	11	12 	13	14	15	16	=
17 Timesheet Due	18	19	20	21	22	23	=
24	25	26 	27	28	29	30	=
							=
						Total of all weekly hours:	_____hours used

<p>Your plan information: Budget after admin fees: \$ _____ _____ billable rate: _____/hour _____ billable rate: _____/hour</p> <p>*Reminder there are 3 pay periods in the months April & October so an additional check processing fee per employee is applied.</p>	<p>How to calculate monthly hours: Budget amount/Billable rate= Monthly Hours \$ _____/\$ _____ = _____ Hours per month Monthly hours must be used between the first and last calendar day of the month. <u>Any hours that are submitted OVER the allowed amount are the participant/employer's responsibility to pay.</u></p>	<p>Reminders: Employees may not submit hours during a participant's facility stay. All facility stays must be reported. Overtime is not available in PPP. Please remember timesheets must be submitted timely, timesheets older than 90 days will be denied.</p>
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December 2025

- Indicates a pay day if the previous timesheet was submitted and approved on time

Customer Service: 1.844.880.8702

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Week Total:
1 Timesheet Due	2	3	4	5	6	7	=
8	9	10 	11	12	13	14	=
15 Timesheet Due	16	17	18	19	20	21	=
22	23	24 	25	26	27	28	=
29 Timesheet Due	30	31					=
							=
						Total of all weekly hours:	_____hours used

Your plan information:
 Budget after admin fees: \$ _____
 _____ billable rate: _____/hour
 _____ billable rate: _____/hour

*Reminder there are 3 pay periods in the months April & October so an additional check processing fee per employee is applied.

How to calculate monthly hours:
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