

January 2025

≜ - Indicates a pay o	♣- Indicates a pay day if the previous timesheet was submitted and approved on time Customer Service: 1.844.880						
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 m	23	24	25	26	=
27 Timesheet Due	28	29	30	31			=
							=
						Total of all weekly hours:	hours used

information r admin fees:		
 billable rate:	/hou/hou	

*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:

90 days will be denied.

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



February 2025

—————————————————————————————————————							
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

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

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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.

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March 2025

🟛 - Indicates a pay o	day if the previous tir	nesheet was submitte	ed and approved on tim	ne		Customer Serv	rice: 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 m	20	21	22	23	=
24 Timesheet Due	25	26	27	28	29	30	=
31							=
						Total of all weekly hours:	hours used

Your plan	informatio	n:
	r admin fees:	
	billable rate:	/hour
	billable rate:	/hour

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How to calculate monthly hours:

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April 2025

≜ - Indicates a pay day	🖺 - 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 Timesheet Due	8	9	10	11	12	13	=		
14	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 informa	tion:	How to cal	culate monthly ho	urs:		Reminders:			

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

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

Budget amount/Billable rate= Monthly Hours \$______ | Hours per month

Monthly hours must be used between the first and last calendar day of

the month.

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May 2025

≜ - Indicates a pay o	day if the previous tir	nesheet was submitte	ed and approved on tim	ne			rice: 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

Your plan	information	ո։
Budget afte	er 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.

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June 2025

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

Your plan	information	n:
	r admin fees:	
	billable rate:	/hour
	billable rate:	/hour

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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
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July 2025

血- 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	
		m					=
14 Timesheet Due	15	16	17	18	19	20	=
21	22	23	24	25	26	27	=
28 Timesheet Due	29	30	31				=
							=
						Total of all weekly hours:	hours use

information r admin fees:	
 billable rate:	/hour
•	

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August 2025

Monday	Tuesday	Wednesday	d and approved on time Thursday	Friday	Saturday	Sunday	Week Total:
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				1	2	3	
							=
4	5	6	7	8	9	10	
		m					=
11	12	13	14	15	16	17	
imesheet Due							=
18	19	20	21	22	23	24	
		m					=
25	26	27	28	29	30	31	
mesheet Due							=
							=
						Total of all weekly	
						hours:	hours use
			<u>'</u>				
our plan informa	tion:	How to cal	culate monthly ho	urs:		Reminders:	
udget after admin fe	es: \$	Budget amo	unt/Billable rate= Mor	othly Hours		Employees may not	submit hours du

Budget afte	r admin fees:	\$
	billable rate:	/hour
	billable rate:	/hour

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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 Timesheet Due	9	10	11	12	13	14	=
15	16	17	18	19	20	21	=
22 Timesheet Due	23	24	25	26	27	28	=
29	30						=
							=
						Total of all weekly hours:	hours used
Your plan information: Budget after admin fees: \$ billable rate:/hour hours must be used between the first and last calendar day of the month. *Reminder there are 3 pay periods in the months April & October so an additional check processing fee per employee is applied. *Any hours that are submitted OVER the allowed amount are the participant/employer's responsibility to pay. *Reminders: Employees may not submit a participant's facility stays must be reported to the month. Please remember timesheets submitted timely, timesheets submitted timely, timesheets 90 days will be denied.				y stay. It be reported.			



October 2025

և - Indicates a pay day if the previous timesheet was submitted and approved on time						.844.880.8702	
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Week Total:
		1	2	3	4	5	
		血					=
	5 7	, 8	9	10	11	12	
Timesheet Due							=
13	3 12	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 use

Your plan	information	n:
	r admin fees:	
	billable rate:	/hour
	billable rate:	/hour

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November 2025

≖ - Indicates a pay d					Customer Service: 1		
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Week Total:
					1	2	
							=
3	4	5	6	7	8	9	
Timesheet Due	·	, and the second		,		ŕ	=
10	11	12	13	14	15	16	
		血					=
17	18	19	20	21	22	23	
Timesheet Due							=
24	25	26	27	28	29	30	
		m					=
							=
						Total of all weekly hours:	hours used
		-				nours:	110013 0300

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

billable rate:

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

/hour

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- Indicates a pay day if the previous timesheet was submitted and approved on time			Customer Service: 1				
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 m	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

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