

January 2026

Monday	Tuesday	Wednesday	tted and approved or Thursday	Friday	Saturday	Sunday	Week Total:
Monday	Tuesday	Wednesday	Illoraday	illudy	Jaioraay	Johnay	Week foldi.
			1	2	3	4	
							=
							_
5	6	7	8	9	10	11	
		<u> </u>	· ·	,		•	=
		1111					_
12	13	14	15	16	17	18	
Timesheet Due							=
19	20	21	22	23	24	25	
		m					=
26	27	28	29	30	31		
	27	20	Δ7	30	31		
Timesheet Due							=
							=
						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 & September 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:



February 2026

≜ - Indicates a pay	day if the previous	timesheet was submi	tted and approved o	n time		Customer Service	ce: 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	15	
Timesheet Due							=
16	17	18	19	20	21	22	
		血					=
23	24	25	26	27	28		
Timesheet Due							=
							=
						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 per	iods in the mo

onths April & September 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.



March 2026

≜ - Indicates a pay							vice: 1.844.880.8702
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Week Total:
						1	=
2	3	4	5	6	7	8	=
7 Timesheet Due	10	11	12	13	14	15	=
16	17	18	19	20	21	22	=
23 Timesheet Due	24	25	26	27	28	29	=
30	31						=
						Total of all weekly hours:	hours used

Your plan	informatio	n:	
	r admin fees:		
o .	billable rate:	/h	nour
	billable rate:	/r	our

*Reminder there are 3 pay periods in the months April & September 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:



April 2026

Monday	Tuesday	Wednesday	ted and approved or Thursday	Friday	Saturday	Sunday	vice: 1.844.880.8702 Week Total:
·	·	1	2	3	4	5	=
6 Fimesheet 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 m	30				=
						Total of all weekly	=
Your plan informa	ition:	How to ca	culate monthly ho	ours:		hours:	hours use
Budget after admin fe billable ra billable ra	ees: \$/hour	Budget amo	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			Employees may not submit hours during a participant's facility stay. All facility stays must be reported. Overtime is not available in PPP	

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

\$______/\$____ = _____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.

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.



May 2026

⚠- Indicates a pay day if the previous timesheet was submitted and approved on time						Customer Serv	vice: 1.844.880.8702
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Week Total:
				1	2	3	=
4 Timesheet Due	5	6	7	8	9	10	=
11	12	13	14	15	16	17	=
18 Timesheet Due	19	20	21	22	23	24	=
25	26	27 m	28	29	30	31	=
							=
						Total of all weekly hours:	hours used

Your plan	n information:	
Budget afte	er admin fees: \$	
	billable rate: _	/hour
	billable rate: _	/hour

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

How to calculate monthly hours:

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

Reminders:



June 2026

ndicates a pay day if the previous timesheet was submitted and approved on time Customer Service: 1.844.880.87						ice: 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 m	25	26	27	28	=
29 Timesheet Due	30						=
							=
						Total of all weekly hours:	hours used

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

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

How to calculate monthly hours:

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

Reminders:



July 2026

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

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

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

How to calculate monthly hours:

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

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.

hours used

hours:



August 2026

♠- Indicates a pay day if the previous timesheet was submitted and approved on time Customer Service: 1.844.880					e: 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

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

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

How to calculate monthly hours:

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

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.



September 2026

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

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

*Reminder there are 3 pay periods in the months April & September 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:



October 2026

■- Indicates a pay day if the previous timesheet was submitted and approved on time Customer Service: 1.844.880.						.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	1:
Budget afte	er admin fees:	\$
	billable rate:	/hour
	billable rate:	/hour

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

How to calculate monthly hours:

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

Reminders:



November 2026

≜ - Indicates a pay							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	
	m						=
16	17	18	19	20	21	22	
Timesheet Due							=
23	24	25	26	27	28	29	
		m					=
30							
Timesheet Due							=
						Total of all weekly hours:	hours used
			I		ı		

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

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

How to calculate monthly hours:

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

Reminders:



December 2026

						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	22	23	24	25	26	27	=
28 Timesheet Due	29	30	31				=
							=
						Total of all weekly hours:	hours used

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

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

How to calculate monthly hours:

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Reminders: