



# INSTRUCTIONS FOR ATTENDANT SERVICE PROGRAM TIME REPORTS

## **SECTION A:**

1. Print Attendant's LAST name and FIRST name in the space provided.
2. Print Participant's LAST name and FIRST name in the space provided
3. Enter the starting date and ending date of the pay period in the space provided.

## **SECTION B:**

1. Enter the date under every day of the pay period.
2. Enter the hours and minutes worked under each day as a whole number and a decimal.

Example: Monday, May 16 - two and half hours worked is:  
See conversion chart for changing minutes to decimals.

MON
5/16
2.5

3. In the last box of the hours line, enter total hours and decimals for the pay period.

## **SECTION C: FOR OFFICE USE ONLY. DO NOT COMPLETE**

## **SECTION D:**

1. The Attendant must sign the time report.
2. The Participant and/or the Participant's Agent must sign the time report.
3. Enter the date.

## **SECTION E:**

Complete this section ONLY to report changes in address or phone number.

Minutes	Tenths
6	.10
12	.20
15	.25
18	.30
24	.40
30	.50
36	.60
42	.70
45	.75
48	.80
54	.90