

IMPORTANT NOTICE TO TIME SHEET EMPLOYEES

Dear New Employee:

To ensure that you receive your paychecks in the most timely manner, you must have completely filled out the following information on your APPROVED time sheet.

- a) You MUST use Eldercare Solutions, Inc.'s Time sheets.
- b) IMPORTANT - Employee Number (located on the top left of your pay stub).
- c) The name of the Trust in which you work (person you provide care for).
- d) Your home address.
- e) Your home telephone number.
- f) Last four digits of your Social Security Number.
- g) Your hourly or daily wage and any mileage/miscellaneous reimbursements.
- h) The sum of your hours, totaled and written on the bottom of your time sheet in the correct box.
- i) All overtime and holiday pay must be approved by the Administrator, by their signature before it will be paid.

Time sheets MUST be completely filled out. Make sure the additions are absolutely correct and in the correct columns. Finally, unless previous arrangements have been made between your Administrator and Eldercare Solutions, Inc., there must be an approved signature on the bottom of your time sheet, signed by the Account Administrator or, in some cases, the Case Manager. (Allow time for the Administrator's approval)

TIMESHEET DEADLINE

Monthly Payroll Employee	All time sheets are to be received by Eldercare Solutions, Inc. no later than the first business day of the month
Bi-Weekly and all other Employees	All time sheets are to be received by Eldercare Solutions, Inc. no later than the Thursday following the end of the pay period by 10:00 AM.

Any Time Sheets received after your deadline will be considered late. Special arrangements will then have to be made for their processing. Your paycheck may be delayed.

Thank you for your cooperation,

Eldercare Solutions, Inc.

***Note: Detach this information form before submitting your New Hire Packet back to Eldercare Solutions, Inc. If you have any questions, please call us at 888/465-4502.**