

Hello all Lend a Hand Companion Care & Transport Services, LLC. caregivers and transporters,

This is a friendly reminder to everyone that Timesheets have to be submitted in a timely, legible and complete format for you to be paid in a timely manner.

***Effective immediately the new caregiver time sheet that is available on www.lendahandcc.com will be the only timesheet payroll will accept.**

1. Time sheets must be signed by CLIENT and CAREGIVER/TRANSPORTER and sent by Sunday evening to ensure payment of that week.
2. All hours are to be tallied.
3. One time sheet per client
4. A complete CLEAR picture or scanned copy with the full contractual agreement must appear on the submitted time sheet.
5. All duties are to be documented on the timesheet.
6. Please do not send multiple emails, all timesheets are to be submitted together in one email or faxed to 212-896-9986

Please make every effort to send your timesheets in correctly. If they aren't they will be returned and this will slow the processing of your paycheck. Please do your best to adhere to the above guidelines to make the process as easy as possible.

Thank you.
Claudia A Geier

2016/06/09