

Email or Upload Timesheets to Pay Manager

1. Complete the timesheet as shown below

- Fill in Ovals Completely
- Fill in the Zero Oval for days not trained
- Enter Supervisor Hours
- Participant **AND** Supervisor Sign **AND** Date on the **last day of the pay period** that the participant trained
- Email or Upload on the **last day of the pay period** that the participant trained



SCSEP Timesheet

File No: _____ Site No: _____

Participant: _____ Supervisor: _____

SCSEP Phone: (804)204-5055 Assignment: _____ Work Schedule: _____

Comments: 189

SCSEP Email: scoone@arp.org

SCSEP Location: 801 E Street, NW Washington, DC 20049

EXAMPLE: Due to the Holiday on Friday, please fax timesheets in on Thursday. Look for Messages from AARP Fdn Office

Sample = 4.5 hours	Sun	Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Mon	Tues	Wed	Thurs	Fri	Sat
0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
2	0	0	0	0	0	0	0	0	0	0	0	0	0	0
3	0	0	0	0	0	0	0	0	0	0	0	0	0	0
4	0	0	0	0	0	0	0	0	0	0	0	0	0	0
5	0	0	0	0	0	0	0	0	0	0	0	0	0	0
6	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7	0	0	0	0	0	0	0	0	0	0	0	0	0	0
8	0	0	0	0	0	0	0	0	0	0	0	0	0	0
9	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Fill in Circles Completely

Mark Time to Nearest 1/2 hr

00512000000000000006092019

I certify that the hours reported on this timesheet are correct.

Supervisor: *Jane Doe* 7/5/2019

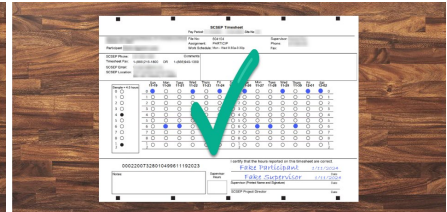
Supervisor Hours: *9*

Supervisor (Printed Name and Signature): _____ Date: _____

SCSEP Project Director: _____ Date: _____

Enter # of Hrs of Direct Supervision

2. Scan the timesheet as a .pdf or jpeg image or using your phone, take a picture of the timesheet.
- Don't take a photo at an angle. Ensure the phone is centered straight above the timesheet
 - Ensure all Black Markers are included in the picture frame



3. EMAIL: Create an email and address it to timesheets@arp.faxlogic.com. Enter the participant's file # into the email subject line. Attach the file to the email and send the email

SCSEP Timesheet

Pay Period: 11-19-2023 - 12-02-2023 Site No: 22

File No: 404144

Assignment: PARTICIP

Work Schedule: Mon - Wed 9:30a-3:30p

Participant: _____

SCSEP Phone: _____ Comments: _____

Timesheet Fax: 1-(888)216-1800 OR 1-(866)949-1389

SCSEP Email: _____

SCSEP Location: _____

Sample = 4.5 hours	Sun	Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Mon
0	0	0	0	0	0	0	0	0	0

404144

timesheets@arp.faxlogic.com

404144

Timesheet.PDF (9K)

Send

4. UPLOAD: Go to <https://www.scsep.org/Pay/open/timesheetupload.aspx>. Enter the participant's file # into the requested field. Attach the file to the email and send the email

SCSEP Timesheet

Pay Period: 11-19-2023 - 12-02-2023 Site No: 22

File No: 404144

Assignment: PARTICIP

Work Schedule: Mon - Wed 9:30a-3:30p

Participant: _____

SCSEP Phone: _____ Comments: _____

Timesheet Fax: 1-(888)216-1800 OR 1-(866)949-1389

SCSEP Email: _____

SCSEP Location: _____

Sample = 4.5 hours	Sun	Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Mon
0	0	0	0	0	0	0	0	0	0

Timesheet Upload Portal

Enter File Number

404144

Upload Document

Choose File No file chosen Upload