

Time Report / Expense Reporting

The “Time Report for Dietitians” will be completed by part-time and full-time employees for each pay period. The form must be faxed to the office by 9 AM at the end of each pay period. Refer to date on the “Payroll Schedule” provided annually for the full payroll year. Salaried employees may fax pay period reports at the end of the month as their time card is not needed for payroll except for at month end.

List travel hours on this form only if travel hours are included in the contract. If you are part-time and have extensive travel, please discuss with your supervisor how recording should be done. Identify any variance in contract hours. Refer to your supervisor for total contracted hours for each facility. These numbers will be used to ensure proper billing. However, additional billing hours, assessment hours or changes in regularly contracted hours must be faxed in to the office separately on the “Consultant Dietitian Billing Summary” form.

Document miles traveled each day. Reimbursement will be given for all miles over 20 from home to the facility and all miles over 20 from the facility back to one’s home. If you travel between facilities in a single day, those between-facility miles are also reimbursed at DCS’s current reimbursement rate. Transfer your total travel mileage dollar amount for the month to the Dietitian Expense Report.

INSTRUCTIONS FOR COMPLETING TIME REPORT FOR DIETITIANS

(Numbers below correspond to columns on the time report)

- (1) Circle the date. Each time card is used for one pay period. This means you will have two reports each month. Remember that pay periods are the 1st day of the month through the 15th, and the 16th through the last day of the month. This means your first time card should reflect any hours worked from the 1st through the 15th and the second time card should reflect any hours worked from the 16th through the last day of the month. If the “DUE IN OFFICE” date on the payroll schedule is before the 15th or the last day of the month, you will need to estimate on your time card the hours you expect to work for the 15th or the last day of the month.
- (2) Record the start time of your shift and the end time of your shift.
- (3) Record the number of hours spent on site at each facility visited for that day minus 30 minutes for lunch. (it is required that you take a 30 minute lunch break)
- (4) Record **PAID** travel time.
- (5) Add columns 3 & 4 to come up with your total hours to be paid. Make sure and deduct 30 minutes for lunch for any day when greater than 5 hours is worked.
- (6) Indicate the name of the facility.
- (7) Record total billable hours per the contract
- (8) Record any contract variances.
- (9) Use the comment column to identify reasons for variance, or any other issues.
- (10) Record miles for reimbursement. The first forty miles of your total miles traveled each day are not reimbursed. Example: Traveled 85 miles roundtrip, reimbursed for 45 miles.

Sign your form and fax to office by 9 AM.

INSTRUCTIONS FOR COMPLETING EXPENSE REPORT

Any expenses incurred, except for travel miles, require receipts for reimbursement. These may include parking, continuing education items, meals and/or hotel accommodations. Please turn these expenses in on Dietitian Expense Report.

If you are submitting continuing education expenses, note this on the expense report, and this will be deducted from your education fund account. Make a copy for your records and fax or send a copy to the office. If there are any questions concerning expense reporting, please contact your supervisor.