

**PLEASE COMPLETE**

**CONSUMER NAME:** \_\_\_\_\_

**CONSUMER ID:** \_\_\_\_\_

**Home Phone #:** \_\_\_\_\_ **Cell Phone #:** \_\_\_\_\_

**County:** \_\_\_\_\_

**PERSONAL ASSISTANT'S (PA) SCHEDULE**

Please complete and submit your PA schedule ASAP, but NO LATER than Wednesday, September 30<sup>th</sup>. Fax or email to the same number you use for paper timesheets.

If your PA schedule is different every week, please be sure to indicate that in the comments space below and complete the schedule for the week of 10/3 – 10/9/20 only.

**Please list your Personal Assistants and ID numbers:**

- 1) \_\_\_\_\_ ID#: \_\_\_\_\_ 4) \_\_\_\_\_ ID#: \_\_\_\_\_
- 2) \_\_\_\_\_ ID#: \_\_\_\_\_ 5) \_\_\_\_\_ ID#: \_\_\_\_\_
- 3) \_\_\_\_\_ ID#: \_\_\_\_\_ 6) \_\_\_\_\_ ID#: \_\_\_\_\_

	SATURDAY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<b>1ST SHIFT</b>							
<b>PERSONAL ASSISTANT:</b>							
<b>TIME IN:</b>							
<b>TIME OUT:</b>							
<b>PERSONAL ASSISTANT:</b>							
<b>TIME IN:</b>							
<b>TIME OUT:</b>							
<b>2ND SHIFT</b>							
<b>PERSONAL ASSISTANT:</b>							
<b>TIME IN:</b>							
<b>TIME OUT:</b>							

**COMMENTS:**

For any questions on how to use the new EVV system, or about your PA schedule, please call your regional office to speak with a coordinator or timekeeper.