



12770 SW 1st St
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REMEMBER

SDRI cannot process timesheets presented after **3PM** on the Billing Day until the next billing cycle.

Two Processing Cycles Per Month:

- Services provided July 1, 2014 and after should be **split** into separate submissions for the **first half** of the month (1st - 15th) and the **last half** of the month (16th - End of Month).
- Services provided during the **first half** of a calendar month will be **paid** during the **last half** of the month. Services from the **last half** of a calendar month will be **paid** during the **first half** of the **subsequent** calendar month. (e.g. the last half of July would be submitted August 5th and paid August 14th, etc.)

Domestic Employees / Employers:

- Timesheets **must** include the **EMPLOYER'S SIGNATURE**. Timesheets without employer signatures cannot be paid.
- Timesheets **must** be filled out completely and accurately. Please fill in both the **MONTH** and **YEAR** of services.
- The timesheet must include at least the last 4 digits of the **EMPLOYEE SSN** to guarantee a check can be processed.

Independent Contractors:

- Invoices **must include** customer authorizing signatures. It is the contractor's responsibility to obtain customer signatures.
- Progress notes are **required** with every invoice.

We will make every effort to keep our equipment (fax, e-mail) online, however, final responsibility for timely delivery of timesheets and invoices rest with the Employer or Contractor, respectively.

If you would like confirmation that your timesheet or invoice has been received, please call our main number. Our receptionist will happily assist you.

2014 Personal Support Worker Billing Calendar

JULY (Submitted)							JULY (Paid)							OCTOBER (Submitted)							OCTOBER (Paid)						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5			1	2	3	4	5				1	2	3	4				1	2	3	4
6	7	8	9	10	11	12	6	7	8	9	10	11	12	5	6	7	8	9	10	11	5	6	7	8	9	10	11
13	14	15	16	17	18	19	13	14	15	16	17	18	19	12	13	14	15	16	17	18	12	13	14	15	16	17	18
20	21	22	23	24	25	26	20	21	22	23	24	25	26	19	20	21	22	23	24	25	19	20	21	22	23	24	25
27	28	29	30	31			27	28	29	30	31			26	27	28	29	30	31		26	27	28	29	30	31	
AUGUST (Submitted)							AUGUST (Paid)							NOVEMBER (Submitted)							NOVEMBER (Paid)						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
					1	2					1	2						1							1		
3	4	5	6	7	8	9	3	4	5	6	7	8	9	2	3	4	5	6	7	8	2	3	4	5	6	7	8
10	11	12	13	14	15	16	10	11	12	13	14	15	16	9	10	11	12	13	14	15	9	10	11	12	13	14	15
17	18	19	20	21	22	23	17	18	19	20	21	22	23	16	17	18	19	20	21	22	16	17	18	19	20	21	22
24	25	26	27	28	29	30	24	25	26	27	28	29	30	23	24	25	26	27	28	29	23	24	25	26	27	28	29
SEPTEMBER (Submitted)							SEPTEMBER (Paid)							DECEMBER (Submitted)							DECEMBER (Paid)						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
					1	2					1	2						1	2						1	2	
3	4	5	6	7	8	9	3	4	5	6	7	8	9	1	2	3	4	5	6	1	2	3	4	5	6		
7	8	9	10	11	12	13	7	8	9	10	11	12	13	7	8	9	10	11	12	13	7	8	9	10	11	12	13
14	15	16	17	18	19	20	14	15	16	17	18	19	20	14	15	16	17	18	19	20	14	15	16	17	18	19	20
21	22	23	24	25	26	27	21	22	23	24	25	26	27	21	22	23	24	25	26	27	21	22	23	24	25	26	27
28	29	30					28	29	30					28	29	30	31				28	29	30	31			
Key to Billing Calendar							<p>Checks and direct deposit notifications are mailed on Check Processing day from TNT. Direct Deposits are initiated by TNT on the same date (it may take one or two business days for funds to appear in your account).</p> <p>Please allow several days for paper checks and deposit notifications to be delivered by the Post Office.</p>							<p>Questions? Please contact the Personal Agent whose client you are working with or contact Tiffany Sanders via tiffany@sdri-pdx.org or (503) 292-7142 x126</p>													
	Billing Day																										
	Checks Processed																										
	SDRI Holiday																										

Timesheets and invoices are due **by 3 PM** on the **billing day**, or **earlier**, to be processed during the **current billing cycle**.
Timesheets and invoices received **after that deadline** will not be processed until the **next billing cycle**.