



Delinquent Shift Form

Only use this form to report a shift that is older than two pay periods.

Instructions: Use this form to report a shift that you failed to report within two pay periods of the date worked (see the chart on the back for additional help with the dates).

Please remember that all employees are responsible for reporting their time via the AccelTrax website within 24 hours of the end of their shift. If an employee fails to report his/her time within 24 hours of the end of the shift, he/she is required to report the shift through AccelTrax without delay. If an employee fails to report his/her shift for more than two pay periods, the AccelTrax web system will not allow the shift to be reported. The employee must contact their Supervisor and the Payroll Staff Accountant to submit the proper paperwork for payment.

To be completed by employee:

Employee Name								
Customer Name	Date	Start Time	End Time	Total Hours	Mileage	Mileage Purpose	Task Code	Supervisor Approval
		(circle one) AM PM	(circle one) AM PM					
		(circle one) AM PM	(circle one) AM PM					
		(circle one) AM PM	(circle one) AM PM					
		(circle one) AM PM	(circle one) AM PM					
		(circle one) AM PM	(circle one) AM PM					
		(circle one) AM PM	(circle one) AM PM					

Before submitting this form, please attach a copy of the progress notes signed by both the customer and the family. This form will not be processed without the accompanying progress notes.

I certify that the above information is accurate to the best of my knowledge. I have attached a copy of the progress notes that are signed by both the customer and the family. I understand that this form will not be processed without the progress notes. I understand that it is my responsibility to report my shifts within 24 hours of the end of the shifts. I also understand that I have hindered LIFEDesigns' billing process and customer service by not reporting my shift in a timely manner. I further understand that disciplinary action will be taken as a result of my failure to follow LIFEDesigns' procedures.

Employee signature: _____ Date: _____

For office use only

Supervisors: Please follow the steps outlined in LIFEDesigns' disciplinary process. Once disciplinary action has been taken, please sign and date this form and submit it to the CEO for final approval.

Signature _____ Title _____ Date _____

CEO approval: I have reviewed the above information and attached documentation. This shift is approved for payment.

Signature _____ Date _____

For fiscal use only

Data entry is made in Accel
Signature: _____

Date: _____

Pay Period Dates:
If the current date is between

Use this form to
report shifts worked on or before

1/10/2016	1/23/2016	12/26/2015
1/24/2016	2/6/2016	1/9/2016
2/7/2016	2/20/2016	1/23/2016
2/21/2016	3/5/2016	2/6/2016
3/6/2016	3/19/2016	2/20/2016
3/20/2016	4/2/2016	3/5/2016
4/3/2016	4/16/2016	3/19/2016
4/17/2016	4/30/2016	4/2/2016
5/1/2016	5/14/2016	4/16/2016
5/15/2016	5/28/2016	4/30/2016
5/29/2016	6/11/2016	5/14/2016
6/12/2016	6/25/2016	5/28/2016
6/26/2016	7/9/2016	6/11/2016
7/10/2016	7/23/2016	6/25/2016
7/24/2016	8/6/2016	7/9/2016
8/7/2016	8/20/2016	7/23/2016
8/21/2016	9/3/2016	8/6/2016
9/4/2016	9/17/2016	8/20/2016
9/18/2016	10/1/2016	9/3/2016
10/2/2016	10/15/2016	9/17/2016
10/16/2016	10/29/2016	10/1/2016
10/30/2016	11/12/2016	10/15/2016
11/13/2016	11/26/2016	10/29/2016
11/27/2016	12/10/2016	11/12/2016
12/11/2016	12/24/2016	11/26/2016
12/25/2016	1/7/2017	12/10/2016
1/8/2017	1/21/2017	12/24/2016
1/22/2017	2/4/2017	1/7/2017
2/5/2017	2/18/2017	1/21/2017

Delinquent Form Process

When a Supervisor or Employee realizes that an employee has failed to report a shift within the appropriate time allowed, the Supervisor and the Employee will contact the Payroll Staff Accountant together. At that time the Payroll Staff Accountant will issue a Delinquent Shift Form and explain to the Supervisor and Staff the entire process as follows:

1. Staff will be given 5 business days to fill out the form and write the progress notes for the dates in question. The progress notes must be signed and dated by the customer and the family. Staff will then attach the notes to the Delinquent Shift form and return to the Payroll Staff Accountant in person.
2. The Payroll Staff Accountant will then contact the IT Administrator, who will then open Accel Trax so that the Staff can enter their delinquent shifts and notes through Accel Trax at that time (on the same day). The Payroll Staff Accountant will also make sure that the employee has signed the delinquent shift forms.
3. Upon completion of entry, Staff will notify the Payroll Staff Accountant that all delinquent shifts and corresponding notes have been entered, and give the paperwork to the Payroll Staff Accountant in person.
4. The Payroll Staff Accountant will then give the paperwork to the Supervisor, who will review the forms. If approved, the Supervisor will sign the forms and forward the delinquent shift forms, progress notes, and disciplinary action to the CEO within 48 hours or 2 business days.
5. The CEO will review and return the forms to the Supervisor with corrections or approval.
6. In the event that further corrections are needed, the Supervisor will contact the Staff to obtain corrections and resubmit to the CEO for approval after the changes have been made in Provide.
7. Once the shifts have been approved by the CEO, and the forms returned to the Supervisor, the Supervisor will approve the shifts in Provide and hand deliver the forms to the Payroll Staff Accountant within 48 hours or 2 business days.
8. The Payroll Staff Accountant will process the forms on the next available pay cycle.