

New Mexico VD-HCBS Bimonthly Timesheet

Make copies of this timesheet

Participant Name: _____

Worker Name: _____

Case ID: _____

Service Period: _____ / _____
Month Year

Payroll for the First Half of the Month															
Day of Month	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Mileage															
Time In															
	AM/PM	AM/PM	AM/PM	AM/PM	AM/PM	AM/PM	AM/PM	AM/PM	AM/PM	AM/PM	AM/PM	AM/PM	AM/PM	AM/PM	AM/PM
Time Out															
	AM/PM	AM/PM	AM/PM	AM/PM	AM/PM	AM/PM	AM/PM	AM/PM	AM/PM	AM/PM	AM/PM	AM/PM	AM/PM	AM/PM	AM/PM
# of Hours Worked															
Service Hours Total: _____								Mileage Total: _____							

Your signature confirms the information provided above is complete and accurate.

Employer Signature

Date

Worker Signature

Date

Payroll for the Second Half of the Month																
Day of Month	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Mileage																
Time In																
	AM/PM	AM/PM	AM/PM	AM/PM	AM/PM	AM/PM	AM/PM	AM/PM	AM/PM	AM/PM	AM/PM	AM/PM	AM/PM	AM/PM	AM/PM	AM/PM
Time Out																
	AM/PM	AM/PM	AM/PM	AM/PM	AM/PM	AM/PM	AM/PM	AM/PM	AM/PM	AM/PM	AM/PM	AM/PM	AM/PM	AM/PM	AM/PM	AM/PM
# of Hours Worked																
Service Hours Total: _____									Mileage Total: _____							

Your signature confirms the information provided above is complete and accurate.

Employer Signature

Date

Worker Signature

Date

Timesheets are due to Palco by 12 pm MST on the 17th (first half of the month) and 2nd (second half of the month).

Email To: timesheets@palcofirst.com

Fax To: 877-859-8757

Mail To: Palco P.O. Box 13260, Maumelle, AR 72113

New Mexico VD-HCBS Timesheet Instructions

Timesheets are records of the hours worked by the employee. They must be submitted to Palco in order for your employee to be paid. *Timesheets are assigned to the employer and are to stay in their possession.* Make plenty of copies of the timesheet. This is the only timesheet that will be accepted.

To submit time worked:

- Legibly print the participant name, participant Palco ID and employee's names where indicated.
- Write the current month in the blank provided.
- Time in and time out must be submitted for each day worked.
- Write in the total number of hours worked for each day. Days that were not worked can be left blank or put a "0" or "X" in the box.
- Write in the total number of hours worked for each half of the month for each service.
- The participant/representative must sign and date as the employer.
- The employee must sign and date on the worker signature line.

If you make a mistake on the timesheet, mark a single line through the mistake, initial it and make the correction nearby. Using white out will cause your timesheet to be denied.

Only correct timesheets submitted to Palco can be paid. If your timesheet is denied, you will have to resubmit a correct timesheet. Missing the deadline for submitting your timesheet will significantly delay your pay.

How to submit your timesheet:

- Fax: 877-859-8757 (no cover sheet is necessary) – After faxing, you may call our Customer Service at 866-710-0456 to ensure the timesheet was received. Please allow 1 business day before calling to allow time for processing.
- Email: timesheets@palcofirst.com – You will receive a response upon receiving the email and if the timesheet cannot be accepted we will let you know what you need to do to resolve it.
- Mail: Palco, PO Box 13260, Maumelle, AR 72113. Please allow up to 10 business days for the Postal Service to deliver the timesheet.

Allow up to 2 business days after payday for your financial institution to receive your funds from the Federal Reserve.



PALCO SEMI-MONTHLY PAYMENT SCHEDULE - 2024

New Mexico Veterans-Directed HCBS Program

Service Period		Timesheets Due to Palco By 12 PM	Payment Date
Start Date	End Date	Deadline	Paid On
December 16, 2023	December 31, 2023	January 2, 2024	January 8, 2024
January 1, 2024	January 15, 2024	January 17, 2024	January 23, 2024
January 16, 2024	January 31, 2024	February 2, 2024	February 8, 2024
February 1, 2024	February 15, 2024	February 17, 2024	February 23, 2024
February 16, 2024	February 29, 2024	March 1, 2024	March 8, 2024
March 1, 2024	March 15, 2024	March 17, 2024	March 25, 2024
March 16, 2024	March 31, 2024	April 2, 2024	April 8, 2024
April 1, 2024	April 15, 2024	April 17, 2024	April 23, 2024
April 16, 2024	April 30, 2024	May 2, 2024	May 8, 2024
May 1, 2024	May 15, 2024	May 17, 2024	May 23, 2024
May 16, 2024	May 31, 2024	June 2, 2024	June 10, 2024
June 1, 2024	June 15, 2024	June 17, 2024	June 24, 2024
June 16, 2024	June 30, 2024	July 2, 2024	July 8, 2024
July 1, 2024	July 15, 2024	July 17, 2024	July 23, 2024
July 16, 2024	July 31, 2024	August 2, 2024	August 8, 2024
August 1, 2024	August 15, 2024	August 17, 2024	August 23, 2024
August 16, 2024	August 31, 2024	September 2, 2024	September 9, 2024
September 1, 2024	September 15, 2024	September 17, 2024	September 23, 2024
September 16, 2024	September 30, 2024	October 2, 2024	October 8, 2024
October 1, 2024	October 15, 2024	October 17, 2024	October 23, 2024
October 16, 2024	October 31, 2024	November 2, 2024	November 8, 2024
November 1, 2024	November 15, 2024	November 17, 2024	November 25, 2024
November 16, 2024	November 30, 2024	December 2, 2024	December 9, 2024
December 1, 2024	December 15, 2024	December 17, 2024	December 23, 2024
December 16, 2024	December 31, 2024	January 2, 2025	January 8, 2025

Late time submissions and mistakes may result in late payment!

2024 Bank & Palco Office Holidays

New Year's Day - Monday, January 1*
 Martin Luther King, Jr. Day - Monday, January 15
 President's Day - Monday, February 19
 Memorial Day - Monday, May 27*
 Juneteenth Day – Wednesday, June 19
 Independence Day - Thursday, July 4*

Labor Day - Monday, September 2*
 Columbus Day - Monday, October 14
 Veterans Day - Monday, November 11
 Thanksgiving - Thursday-Friday, November 28-29*
 Christmas - Tuesday-Wednesday, December 24-25*

* Palco Office Closures