

# How do I get my IHSS timesheet and paycheck?

There are four key steps in the payroll process that allow you to receive your IHSS paycheck and timesheets. According to the California Department of Social Services, it can take up to 10 business days from the date your timesheet is received for processing in Chico, CA until the date you are paid.

**Have questions or need help with a delayed IHSS paycheck or timesheet?** If you have been waiting for more than 10 business days (not including weekend days or legal holidays), call the UDW Member Benefits Center at **1-800-621-5016**, or you can call the CMIPS II help desk near you! Visit [www.udwa.org/your-job-and-paycheck](http://www.udwa.org/your-job-and-paycheck) for a full list of local help desk numbers.

## STEP

# 1

### Mail your IHSS timesheet to the timesheet processing facility in Chico, CA

Before the end of each pay period, you receive a timesheet specific to your current pay period. You must fill it out carefully, making sure that both you and your client sign where appropriate. Keep in mind that you will receive this timesheet only after your paycheck for the previous pay period has been processed.

Depending on the speed of the mail, your timesheet can take up to three days to arrive in Chico once you mail it.

## STEP

# 2

### The timesheet processing facility receives your timesheet and checks it for accuracy

Once the facility receives your timesheet, an automated system opens, scans, and begins processing it. Your check can be delayed if you send in the incorrect timesheet, a timesheet that is unreadable, or if your envelope contains any material other than a single timesheet.

## STEP

# 3

### Your timesheet finishes processing at a second facility in Roseville, CA

The facility sends a request to the State Controller, who then issues your paycheck within two business days. At the same time, your next timesheet is created for you and mailed.

## STEP

# 4

### You receive your paycheck and your new timesheet

You should receive your next timesheet around the same time as your paycheck (note: they come separately). Keep in mind, if you choose to receive paper checks, this process may take longer as it is subject to the speed of the mail system. Providers who enroll in direct deposit can receive pay faster!

OR

### You receive your direct deposit and your new timesheet

IHSS providers enrolled in direct deposit typically receive their paychecks faster than those who opt to receive paper checks. Your timesheet should arrive in the mail shortly after you receive your direct deposit.

**Please  
always  
remember  
to:**

- ✓ Print clearly in black ink and press firmly
- ✓ Make sure your timesheet is signed by you *and* your IHSS client
- ✓ Include only **one timesheet** per envelope and always remove the top portion of your timesheet
- ✓ Never mail any documents to the timesheet processing facility other than your timesheet
- ✓ Ask your local IHSS office to send you a new timesheet if it comes to you damaged or hard to read



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