

# MRCICDS

---

www.MRCICDS.org

MRCI-CDS | 1961 Premier Drive, Suite 318 | Mankato, MN 56001  
Direct: 507.386.6489 | Toll Free: 800.829.7110 | Fax: 888.800.7336

## **Email Request for Electronic Timesheet**

I understand that I am enrolling in Electronic Timesheets with MRCI Worksource. I understand that I must have a valid, secure email to use this service. Further, I understand that if my email is compromised or changed, I will contact MRCI Worksource immediately.

By signing, I verify that I will only verify hours worked by employees I manage, as it is a federal crime to provide false information for Medical Assistance payment, I will have the worker record time daily. I will approve timesheets at the end of the payroll cycle for approval. Timesheets must be approved by all parties and submitted to MRCI by midnight on the deadline day according to the payroll calendar.

**Representative Name:** \_\_\_\_\_

**Representative E-Mail Address:** \_\_\_\_\_

**Client Name:** \_\_\_\_\_

\_\_\_\_\_  
**Signature of Representative**

\_\_\_\_\_  
**Date**

Office Use Only:

\_\_\_\_\_ Entered

\_\_\_\_\_ Date