Fill out your IHSS timesheets

☐ Log into etimesheets.ihss.ca.gov as the provider

☐ Click on "Timesheet Entry"

☐ Click on the blue arrow next to the recipient's name

☐ Choose the pay period from the drop-down menu

☐ Divide your hours in ½ for the month (2 different pay periods for each month)

☐ Divide by the number of days in the pay period

☐ Confirm hours are correct and click on "Submit Timesheet"

☐ Click to agree on the terms and click on the button to "Electronically Submit Timesheet and Submit for Recipient Review"

☐ Sign out as the provider

☐ Sign in as the recipient (if you are the signer for the recipient)

☐ Click on "Timesheet Review"

☐ Click on the blue arrow next to the provider's name

☐ Click on "Approve Timesheet"

☐ Click to agree on the terms and click on the button to "Electronically Sign Timesheet and Submit for Payment"