

## Save a timesheet for later

---

### Why?

1. If you want to fill it out little by little instead of all at once.
2. If your attendant needs to sign separately from you.

---

### Important things to note:

1. To save a timesheet for later, you must use this link rather than the one embedded on our website: <https://hipaa.jotform.com/211573676790061>
2. Make sure you copy the URL that pops up when you click the “Save” button, as that is how you will return to finish the timesheet later.

---

### How to save (see instructions with screenshots on following pages):

1. Fill out at least one field on the timesheet form.
2. Click “Save” at the bottom of the form.
3. Click “Skip create account” at the bottom of the pop-up box so that you can share your URL with anyone else that needs to sign the form.
4. You can copy the link on the confirmation page, and enter the e-mail address where you would like the form sent. That could be your own if you want to return later to finish your timesheet, or it could be someone else’s, like your employer’s email address if they need to sign.
5. Use that link to return later to update and/or submit the form.

1. Fill out at least one field on the timesheet form.

WEEK 1 TIME - \*\*Indicate if time is A.M. or P.M. \*\*

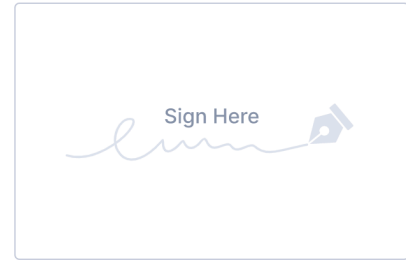
	IN	OUT	IN	OUT	IN	OUT
SUNDAY	8am	11am	2pm	5pm		
MONDAY	8am	11am	2pm	5pm		
TUESDAY						
WEDNESDAY						
THURSDAY						
FRIDAY						
SATURDAY						

Attendant Signature \*



Clear

Employer/Authorized Representative Signature \*



Clear

2. Click "Save" at the bottom of the form.

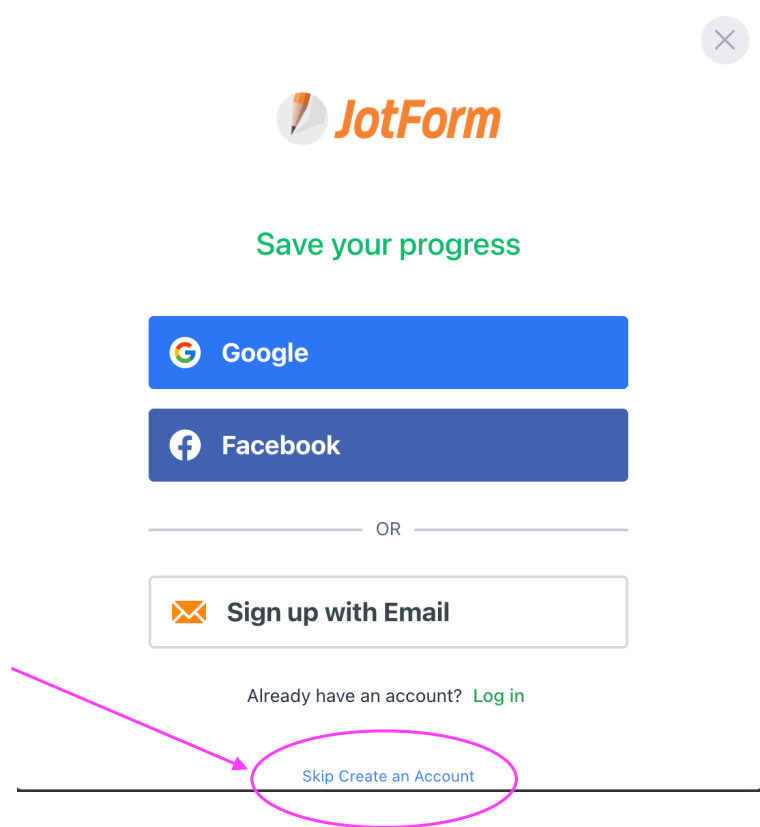


Preview PDF

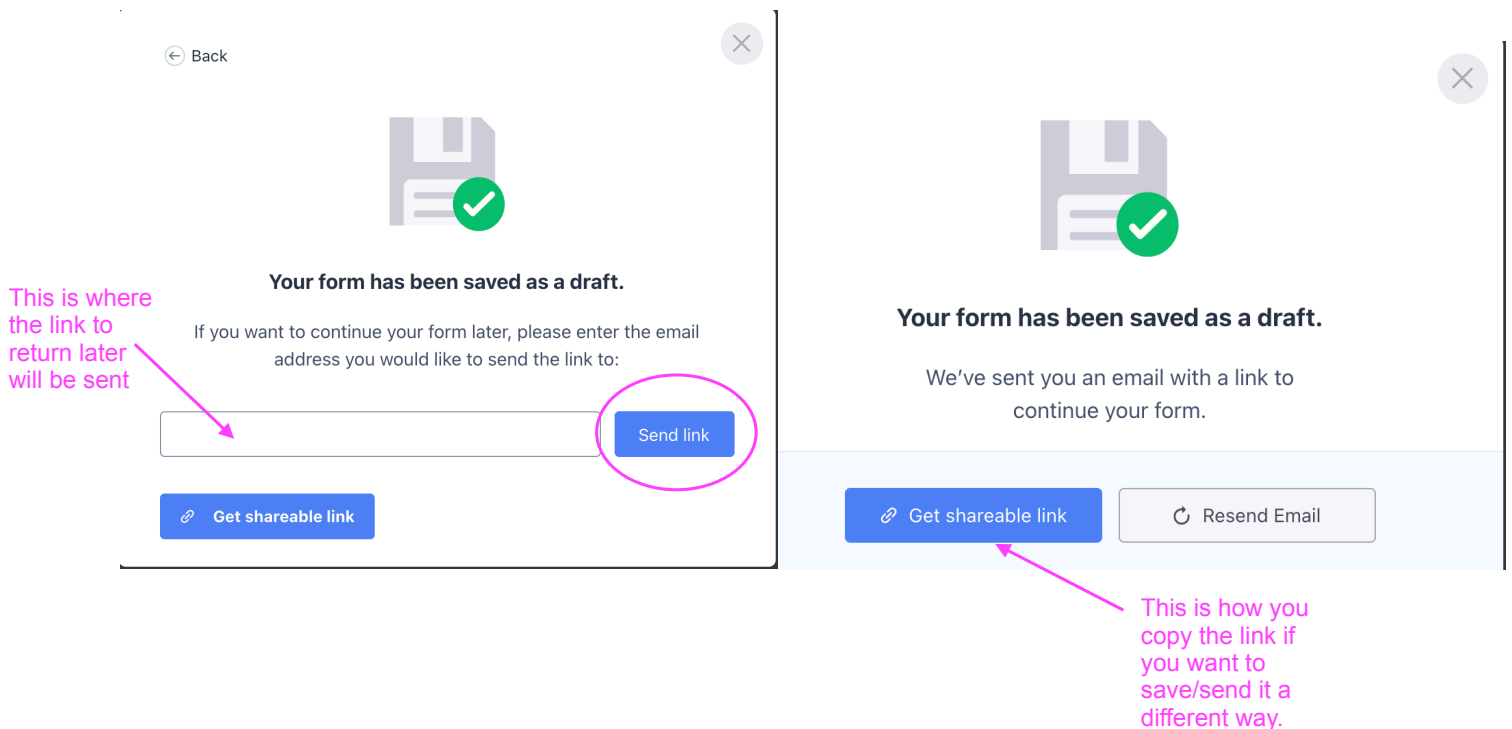
Save

Submit

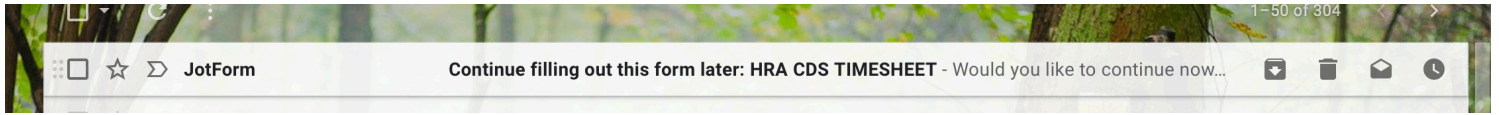
3. Click “Skip create account” at the bottom of the pop-up box so that you can share your URL with anyone else that needs to sign the form.



4. You can copy the link on the confirmation page, and enter the e-mail address where you would like the form sent. That could be your own if you want to return later to finish your timesheet, or it could be someone else’s, like your employer’s email address if they need to sign.



5. Use that link to return later to update and/or submit the form.



**JotForm**

You've saved a draft for this form. Please click on the button below to continue your form.

**Continue Form**

Or copy and paste this link into your browser:  
<https://hipaa.jotform.com/211573676790061?session=JF-S4L-vh097irN&stoken=JF-XXxqjQzJ-11>

WEEK 1 TIME - \*\*Indicate if time is A.M. or P.M. \*\*

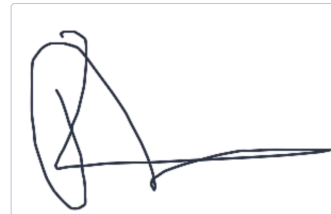
	IN	OUT	IN	OUT	IN	OUT	IN	OUT
SUNDAY	8am	11am	2pm	5pm				
MONDAY	8am	11am	2pm	5pm				
TUESDAY	8am	11am	2pm	5pm				
WEDNESDAY	8am	11am	2pm	5pm				
THURSDAY								
FRIDAY								
SATURDAY	6pm	9pm						

Attendant Signature \*



Clear

Employer/Authorized Representative Signature \*



Clear

If you need to save and return later again.

Only when you are finished, both parties have signed, and you are ready to submit your timesheet to HRA

Preview PDF Save Submit