

A to Z Home Care LLC Timesheet

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IMPORTANT NOTE:

This is your responsibility to carry this time sheet at all times during services. We will not accept Blank, Damaged, Unfilled, Late, or/and not signed Time sheets. This is a Legal Document. Do NOT use White out, bend or/and fold it. Time sheet must be turned in by noon on Monday of ending pay period.



* Required Field

*MEMBERS NAME: _____

*Phone # () _____

*CAREGIVERS NAME: _____

*Phone # () _____

DAYS	DATES	TIME-IN	TIME-OUT	Day Total HOURS	Member's SIGNATURE <small>*Member must sign by each day of services</small>
MONDAY	/ /2021	9 - A.M. P.M. A.M. P.M.	6 - A.M. P.M. A.M. P.M.	_____	X
TUESDAY	/ /2021	A.M. P.M. A.M. P.M.	A.M. P.M. A.M. P.M.	_____	X
WEDNESDAY	/ /2021	A.M. P.M. A.M. P.M.	A.M. P.M. A.M. P.M.	_____	X
THURSDAY	/ /2021	A.M. P.M. A.M. P.M.	A.M. P.M. A.M. P.M.	_____	X
FRIDAY	/ /2021	A.M. P.M. A.M. P.M.	A.M. P.M. A.M. P.M.	_____	X
SATURDAY	/ /2021	A.M. P.M. A.M. P.M.	A.M. P.M. A.M. P.M.	_____	X
SUNDAY	/ /2021	A.M. P.M. A.M. P.M.	A.M. P.M. A.M. P.M.	_____	X

*Caregiver's Signature _____

*Total Hours Week 1 _____

DAYS	DATES	TIME-IN	TIME-OUT	Day Total HOURS	Member's SIGNATURE <small>*Member must sign by each day of services</small>
MONDAY	/ /2021	A.M. P.M. A.M. P.M.	A.M. P.M. A.M. P.M.	_____	X
TUESDAY	/ /2021	A.M. P.M. A.M. P.M.	A.M. P.M. A.M. P.M.	_____	X
WEDNESDAY	/ /2021	A.M. P.M. A.M. P.M.	A.M. P.M. A.M. P.M.	_____	X
THURSDAY	/ /2021	A.M. P.M. A.M. P.M.	A.M. P.M. A.M. P.M.	_____	X
FRIDAY	/ /2021	A.M. P.M. A.M. P.M.	A.M. P.M. A.M. P.M.	_____	X
SATURDAY	/ /2021	A.M. P.M. A.M. P.M.	A.M. P.M. A.M. P.M.	_____	X
SUNDAY	/ /2021	A.M. P.M. A.M. P.M.	A.M. P.M. A.M. P.M.	_____	X

*Caregiver's Signature _____

*Total Hours Week 2 _____

Bath____, Shower____, Hair Shampoo____,
 Brush Teeth____, Denture____, Hair Shave____,
 Dressing____, Toileting____, Bedside Commode____,
 Prepare Meals____, Feed____, Make Bed____,
 Take Trash Out____, Shopping____, Errands____,
 Clean: Bathtub____, Kitchen____, Oven____,
 Other_____

*TOTAL HOURS

*Total of Timesheet/(s)
This Pay Period

1 2 3 4 5 6 7 8

Circle One