



EMPLOYEE WEEKLY TIME SHEET

Employee Name: JANE DOE Client Name: John Doe

Day	Date Worked	Time In	Time Out	# of Hours	Client Signature- please sign each day staff worked
Saturday	7-14-12	9:00am	12:00pm	4	<i>John Doe</i>
Sunday	7-15-12				
Monday	7-16-12	10:00am	2:00pm	4	<i>John Doe</i>
Tuesday	7-17-12				
Wednesday	7-18-12	9:00am	12:00pm	4	<i>John Doe</i>
Thursday	7-19-12				
Friday	7-20-12	10:00am	12:00pm	4	<i>John Doe</i>
Total Hours				16	

Employee Agreement: I certify that I have worked the hours listed on this time sheet. I understand that my paycheck will be delayed if this time sheet is incomplete.

Jane Doe
Employee Signature

07-20-2012
Date

Client's signature certifies that the hours of service noted above have been received. Overtime & overlapping shifts must be pre-approved.

Late Fee charge applies to all time sheets turned in two weeks late or more.

Time sheets are due before 4PM EVERY MONDAY.



2740 American Blvd W, Suite 110, Bloomington, MN 55431
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HOMEMAKING WEEKLY CHECKLIST

CLIENT NAME John Doe

STAFF NAME: Jane Doe

Week from 07-14-2012

to 07-20-2012

<u>TIME IN</u>	9:00am		10:00am		8:00am		10:00am
<u>TIME OUT</u>	12:00pm		2:00pm		12:00pm		2:00pm
<u>FILL IN DATES</u>	7-14-12	7-15-12	7-16-12	7-17-12	7-18-12	7-19-12	7-20-12
<u>HOMEMAKING</u>	<u>SAT</u>	<u>SUN</u>	<u>MON</u>	<u>TUE</u>	<u>WED</u>	<u>THU</u>	<u>FRI</u>
CARE OF BATHROOM			JD				
CARE OF BEDROOM			JD				
CARE OF KITCHEN	JD		JD				JD
CARE OF LIVING ROOM	JD						
VACUUMING OR SWEEPING	JD						
DUSTING	JD						
MOPPING			JD				JD
BED MAKING			JD				
LINEN CHANGE			JD				
GROCERY SHOPPING					JD		
ACCOMPANY TO MEDICAL APPT.							JD
READING / VISITING	JD						JD
MEAL PREPARATION	JD				JD		JD
GROCERY LIST / SHOP					JD		
DISHWASHING	JD				JD		JD
LAUNDRY			JD				
OTHER-	JD						
<u>CLIENT INITIALS</u>	JD		JD		JD		JD

I understand that I am responsible for the hours of service rendered and that the minimum levels of service charges are two (2) hours.

Signature of Client John Doe Date 7-20-12

Staff Signature Jane Doe Date 07-20-12

I certify the above hours to be accurate hours performed for service.