



March 2020

Client Last Name

Client First Name

Caregiver Last Name

Caregiver First Name

		Shift 1				Shift 2				Total Daily Hours*	Calendar Week Hours	Authorized Tasks														FAMILY INITIALS		
Mar		Time In	Circle AM or PM	Time Out	Circle AM or PM	Time In	Circle AM or PM	Time Out	Circle AM or PM			Mar	1-A Locomotion In	1-B Locomotion Out	2 Bed Mobility	3 Transfers	4 Eating	5 Toileting	6 Dressing	7 Personal Hygiene	8 Bathing	15 Walk In Room	16 Telephone Use	17 Skin Care/Foot Care	Adult Tasks Only			
1	Sun		am		pm		am		pm																			
2	Mon		am		pm		am		pm																			
3	Tue		am		pm		am		pm																			
4	Wed		am		pm		am		pm																			
5	Thu		am		pm		am		pm																			
6	Fri		am		pm		am		pm																			
7	Sat		am		pm		am		pm																			
8	Sun		am		pm		am		pm																			
9	Mon		am		pm		am		pm																			
10	Tue		am		pm		am		pm																			
11	Wed		am		pm		am		pm																			
12	Thu		am		pm		am		pm																			
13	Fri		am		pm		am		pm																			
14	Sat		am		pm		am		pm																			
15	Sun		am		pm		am		pm																			
16	Mon		am		pm		am		pm																			
17	Tue		am		pm		am		pm																			
18	Wed		am		pm		am		pm																			
19	Thu		am		pm		am		pm																			
20	Fri		am		pm		am		pm																			
21	Sat		am		pm		am		pm																			
22	Sun		am		pm		am		pm																			
23	Mon		am		pm		am		pm																			
24	Tue		am		pm		am		pm																			
25	Wed		am		pm		am		pm																			
26	Thu		am		pm		am		pm																			
27	Fri		am		pm		am		pm																			
28	Sat		am		pm		am		pm																			
29	Sun		am		pm		am		pm																			
30	Mon		am		pm		am		pm																			
31	Tue		am		pm		am		pm																			

Timesheet Fax: 1-866-865-3583
 Email: timecard@sailsgroup.com
 Mail: 19730 64th Ave W, Ste 215, Lynnwood, WA 98036
 Note: Pay will be calculated based on telephony records.
 Timesheet is for backup documentation only and is based
 scheduled hours.

Contact: timecard@sailsgroup.com Phone: (425) 333-4114

*Total Daily Hours in quarter hour increments only. (.00, .25, .50 or .75)

Total Hours

Caregiver Signature

Client/Family Signature