



January 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
		Time In	Circle AM or PM	Time Out	Circle AM or PM	Time In	Circle AM or PM	Time Out	Circle AM or PM			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		
Jan																										
1	Wed		am		pm		am		pm																	
2	Thu		am		pm		am		pm																	
3	Fri		am		pm		am		pm																	
4	Sat		am		pm		am		pm																	
5	Sun		am		pm		am		pm																	
6	Mon		am		pm		am		pm																	
7	Tue		am		pm		am		pm																	
8	Wed		am		pm		am		pm																	
9	Thu		am		pm		am		pm																	
10	Fri		am		pm		am		pm																	
11	Sat		am		pm		am		pm																	
12	Sun		am		pm		am		pm																	
13	Mon		am		pm		am		pm																	
14	Tue		am		pm		am		pm																	
15	Wed		am		pm		am		pm																	
16	Thu		am		pm		am		pm																	
17	Fri		am		pm		am		pm																	
18	Sat		am		pm		am		pm																	
19	Sun		am		pm		am		pm																	
20	Mon		am		pm		am		pm																	
21	Tue		am		pm		am		pm																	
22	Wed		am		pm		am		pm																	
23	Thu		am		pm		am		pm																	
24	Fri		am		pm		am		pm																	
25	Sat		am		pm		am		pm																	
26	Sun		am		pm		am		pm																	
27	Mon		am		pm		am		pm																	
28	Tue		am		pm		am		pm																	
29	Wed		am		pm		am		pm																	
30	Thu		am		pm		am		pm																	
31	Fri		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