



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

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