



October 2019

Client Last Name

Client First Name

Caregiver Last Name

Caregiver First Name

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

Timesheet Fax: 1-866-865-3583

Email: timecard@sailsgroup.com

Mail: P.O. Box 1026 Carnation, WA 98014

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