



February 2019

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

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