



August 2020

Client Last Name

Client First Name

Caregiver Last Name

Caregiver First Name

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

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