In-Home Support/UAP Attendant Care CAREGIVER Timesheet

Caregiver Name:	**Caregiver ID #:**
Client Name:	**Client ID #:**
Employer Contact:	**Caregiver Contact:**

DAILY TASK **Write in Dates →**															
PROVIDE/ASSISTANCE WITH ADL'S															
** Bathing															
** Dressing															
** Grooming															
** Personal Hygiene															
** Transferring and Mobility															
** Assist with Commode/Urinal/Bedpan															
PREPARE AND SERVE MEAL/SNACK															
GENERAL HOUSEKEEPING															
**☐Vacuum ☐Mop ☐Dust															
**☐Sweep ☐Trash															
**☐Clean Kitchen ☐Clean Oven/Stove															
**☐Defrost/Clean Refrigerator															
**☐Laundry ☐Clean Bathroom															
** Clean Participant's Immediate Living Area															
SHOPPING ASSISTANCE															
**☐Errands ☐Escort															
ASSISTANCE WITH COMMUNICATION															
MONITORING OF PARTICIPANT'S															
**☐Vital Signs ☐Skin Condition															
**☐Fluid Intake ☐Loss of Appetite															
REMIND TO TAKE MEDICATION															
Other:															

Date (MM/DD/YYYY)	**Time In (HH:MM)**	**Time Out (HH:MM)**	**Total Hours**	**Summary of Client's Condition**
	(AM / PM)	(AM / PM)		
	(AM / PM)	(AM / PM)		
	(AM / PM)	(AM / PM)		
	(AM / PM)	(AM / PM)		
	(AM / PM)	(AM / PM)		
	(AM / PM)	(AM / PM)		
	(AM / PM)	(AM / PM)		
	(AM / PM)	(AM / PM)		
	(AM / PM)	(AM / PM)		
	(AM / PM)	(AM / PM)		
	(AM / PM)	(AM / PM)		
	(AM / PM)	(AM / PM)		
		Grand Total Hours:		

Please circle AM or PM next to the time that is recorded for the time in andtime out

Week runs from Sunday to Saturday

By signing below, both the caregiver and employer have reviewed and agree that the timesheet is correct, and the above hours are within the client's budget, have been worked by the caregiver, and the caregiver is not over the maximum 40 hours that is allowed to work in one week.

Caregiver/Employee Signature:	**Date:**
Guardian/Employer Signature:	**Date:**

Please note: Deadline for timesheets is every Monday at 12:00 pm following the week of service. All timesheets that are turned in after the 12:00 pm deadline, of the Monday of the pay week, will be processed on your next pay. NO EXCEPTIONS
Incomplete or Illegible timesheets will not be processed