Individualized Home Support with Training

WEEK ONE					WEEK TWO				
Day	Date, Notes, and Activities	In	Out	Tot	Day	Dates, Notes, and Activities	In	Out	Tot
MON	__/__/___ :	am pm	am pm		MON	__/__/___ :	am pm	am pm	
		am pm	am pm				am pm	am pm	
TUE	__/__/___ :	am pm	am pm		TUE	__/__/___ :	am pm	am pm	
		am pm	am pm				am pm	am pm	
WED	__/__/___ :	am pm	am pm		WED	__/__/___ :	am pm	am pm	
		am pm	am pm				am pm	am pm	
THU	__/__/___ :	am pm	am pm		THU	__/__/___ :	am pm	am pm	
		am pm	am pm				am pm	am pm	
FRI	__/__/___ :	am pm	am pm		FRI	__/__/___ :	am pm	am pm	
		am pm	am pm				am pm	am pm	
SAT	__/__/___ :	am pm	am pm		SAT	__/__/___ :	am pm	am pm	
		am pm	am pm				am pm	am pm	
SUN	__/__/___ :	am pm	am pm		SUN	__/__/___ :	am pm	am pm	
		am pm	am pm				am pm	am pm	
WEEK ONE TOTAL:					**WEEK TWO TOTAL:**				

PAY PERIOD TOTAL:

Time Sheet Rules: Time sheets are due every other Tuesday by 3pm, following the company payroll calendar. Late timesheets may not be processed. Time sheets must be filled out each shift. You must indicate AM or PM. Time sheets with white out will not be accepted. Incomplete, incorrect, or illegible time sheets will not be accepted.

Acknowledgement: I understand that misreporting my hours is fraud for which I could face criminal prosecution and civil proceedings. By signing below, I certify under penalty of law that I have accurately reported the following on this time sheet: the services provided, the dates and times of service, and the duration worked.

Recipient's Printed Name: **Recipient's DOB:**

Employee's Printed Name:

Employee Signature: **Date:**

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