



2740 American Boulevard West, Suite 100, Bloomington, MN 55431
TEL: (952) 858-8827 FAX: (952) 540-4672

EMPLOYEE WEEKLY TIME SHEET

Employee Name: JADE SMITH Client Name: JOHN SMITH

DAY	DATE WORKED	TIME IN	TIME OUT	# OF HOURS	CLIENT SIGNATURE
Saturday	7/14/12				
Sunday	7/15/12	11:00A	3:00P	4	John Smith
Monday	7/16/12				
Tuesday	7/17/12	12:00P	2:00P	2	John Smith
Wednesday	7/18/12				
Thursday	7/19/12				
Friday	7/20/12	12:00P	2:00P	2	John Smith
Total Hours				8	

Employee Agreement: I certify that I have worked the hours listed on this time sheet.
I understand that my paycheck will be delayed if this time sheet and/or paperwork are incomplete.

Jane Smith
Employee Signature

7/20, 2012
Date

Client's signature certifies that the hours of service noted above have been received.
Overtime & overlapping shifts must be pre-approved. Late Fee charge applies to all time sheets turned in two weeks late.

Professional Resource Network Home Health Care
Division of Professional Resource Network, Inc.



HOMEMAKING WEEKLY CHECKLIST

CLIENT NAME JOHN SMITH STAFF NAME JANE SMITH

Week From 7/14/12 To 7/20/12

Day of Week	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
Date	7/14/12	7/15/12	7/16/12	7/17/12	7/18/12	7/19/12	7/20/12
Time In		11:00A		12:00P			12:00P
Time Out		3:00P		2:00P			2:00P

HOMEMAKING	S A T	S U N	M O N	T U E	W E D	T H U	F R I
CARE OF BATHROOM				JS			
CARE OF BEDROOM							JS
CARE OF KITCHEN		JS					JS
CARE OF LIVING ROOM		JS					
VACUUMING OR SWEEPING		JS					
DUSTING		JS					
MOPPING		JS					
BED MAKING							JS
LINEN CHANGE							JS
GROCERY SHOPPING							JS
ACCOMPANY TO APPT.							
LAUNDRY				JS			
MEAL PREPARATION		JS		JS			JS
TRASH		JS		JS			JS
ERRANDS		JS					JS
OTHER (LIST BELOW)							
CLIENT INITIALS		JS		JS			JS

I understand that I am responsible for the hours of service rendered and that the minimum levels of service charges are two (2) hours.

Signature of Client John Smith Date 7/20 2012

I certify the above hours to be accurate hours I performed for service.

Staff Signature Jane Smith Date 7/20 2012