

Personal Care Attendant Timesheet

Employer Name: _____ Payroll Period: ____ / ____ / ____ - ____ / ____ / ____

Attendant Name: _____ Please denote a.m./p.m. after daily times.

| | SAT | SUN | MON | TUE | WED | THU | FRI | SAT | SUN | MON | TUE | WED | THU | FRI |
|--------------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|
| Dates | / | / | / | / | / | / | / | / | / | / | / | / | / | / |
| Time In | 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 |
| Time Out | 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 |
| Time In | 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 |
| Time Out | 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 |
| Time In | 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 |
| Time Out | 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 |
| Daily Total Hours | | | | | | | | | | | | | | |

Check box if consumer was hospitalized: Hosp Hosp Hosp Hosp Hosp Hosp Hosp Hosp Hosp Hosp Hosp Hosp Hosp Hosp

| Tasks | | SAT | SUN | MON | TUE | WED | THU | FRI | SAT | SUN | MON | TUE | WED | THU | FRI |
|-----------------------------------|------------------------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| Personal Care | | | | | | | | | | | | | | | |
| Toileting | | | | | | | | | | | | | | | |
| Health | | | | | | | | | | | | | | | |
| Housekeeping | | | | | | | | | | | | | | | |
| Transportation | | | | | | | | | | | | | | | |
| Meals | | | | | | | | | | | | | | | |
| Total Hours for Payperiod: | <i>Employer's Signature</i> | | | | | | | | | | | | | | |
| | <i>Attendant's Signature</i> | | | | | | | | | | | | | | |

Definition of Tasks

- Personal Care:** Includes bath/shower, dressing/undressing, grooming/minor hygiene, etc.
- Toileting:** Includes bowel/bladder routine, catheter care, assistance to and from bathroom, assistance with cleanup, etc.
- Health:** Includes equipment maintenance, medications, turning in bed, ROM, treatments, etc.
- Housekeeping:** Includes dusting, laundry, mopping, vacuuming, general household work, cleaning bathrooms, house management, etc.
- Transportation:** Includes essential errands, such as groceries, medications, physician visits, food stamps, etc.
- Meals:** Includes meal preparation, meal consumption, and meal clean-up.