Caregiver timesheet

One sheet per caregiver per week. Write the real times in and out, and both initial each day. Keep a copy for your records.

This week	
Caregiver	
Person cared for	
Week starting	
Rate and how paid (as agreed)	

Day	**Date**	**Time in**	**Time out**	**Breaks**	**Hours**	**Tasks done**	**Caregiver initials**	**Family initials**
Monday								
Tuesday								
Wednesday								
Thursday								
Friday								
Saturday								
Sunday								
Total								

Caregiver signature and date	
Family member signature and date	
Notes (missed days, swaps, extra hours)	