***UNIQUE*AID**
Time Sheet
Week Ending Date
Week Ending Date Must Be a Sat

Month Day Year

Client Last Name, First Name (PRINT NEATLY)

Client Address:

Employee Last Name, First Name (PRINT NEATLY)

Client Number:

Employee Number:

	SUN	MON	TUE	WED	THU	FRI	SAT
Date							
LiveIn/Night							
Time In	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
Total Time							
Client Signature							

I, the above signed add my signature and guarantee the fact that the signing UniqueAID Employee has worked the hours shown above. The activities marked were performed on the days indicated.

Employee (Aide):

I, certify that hours shown above represent my total hours worked and they were properly confirmed by the client or an authorized representative.

	SUN	MON	TUE	WED	THU	FRI	SAT
1. Bath							
2. Shower							
3. Hair Care							
4. Oral Hygiene							
5. Nail Care							
6. Assist with dressing							
7. Ambulation/Assist with walkin							
8. Toileting							
9. Transfer activities							
10. Turn and position							
11. Other (specify)							
12. Foot Care							
13. Special Skin Care							
14. Assist with medication							
15. Monitor bowel elimination							
16. Assist with exercise							
17. O2 Use							
18. Assist with catheter care							
19. Incontinent Care							
20. Record Temp/Press/Resp							
21. Other (specify)							
22. Marketing							
23. Light cleaning							
24. Make bed, laundry, change li							
25. Tidy Bathroom & kitchen							
26. Assist to relearn ADL's							
27. Other (specify)							
28. Record Intake/Output							
29. Meal preparation & serving							
30. Meal planning							
31. Assist with feeding							
32. Note appetite							

Comments:

(1.) We will not accept any progress note that does not match the care plan in the client's home.(2.) Times and activities must be completed on each shift. Report any changes or observations to supervisor and document changes and conversations with supervisor in the comments area. (3.) Do not anything that is not in client's care plan.