

TIMESHEET EXAMPLE

Employee:	Jane Doe			
Date:				
Start Time:	6:30 AM			
End Time:	5:00 PM			
Total Time Worked:	9:30 hours			
Program:	Direct Care	Cooking	Activities	COMMENTS
6:30 AM	X			Waking Residents
7:00 AM	X			Taking Residents to Breakfast
7:30 AM	X			
8:00 AM	X			Housekeeping
8:30 AM	X			Housekeeping
9:00 AM	X			
9:30 AM				15-minute Break
10:00 AM			X	Crafts
10:30 AM			X	Crafts
11:00 AM		X		
11:30 AM	X			
12:00 NOON	X			
12:30 PM				Lunch Break
1:00 PM	X			
1:30 PM	X			
2:00 PM	X			
2:30 PM	X			
3:00 PM	X			
3:30 PM				15-minute Break
4:00 PM		X		Preparing dinner meal
4:30 PM		X		Cooking dinner meal
5:00 PM		X		Cooking dinner meal
5:30 PM				
6:00 PM				
6:30 PM				
TOTALS	6:30	2:00	1:00	