



this issue

Birthdays and Anniversaries

Timesheet and Notes Refresher

August Birthdays

Mikkayla L. 8/3	Anasazi C. 8/6
Jamie M. 8/7	Melissa B. 8/9
Collette O. 8/10	John M. 8/12
Karen T. 8/13	Ian H. 8/13
Jeremy F. 8/14	Anglica L. 8/14
Kelly M. 8/15	Leishla R. 8/17
Adela T. 8/22	Lenora S. 8/23
Phillip P. 8/26	Regina P. 8/28
Cindy C. 8/29	Michael S. 8/29
Barry A. 8/30	

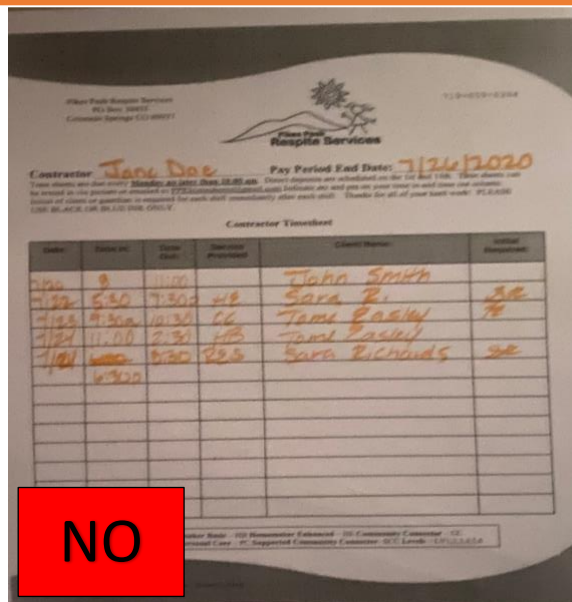
Anniversaries

Chumpham M. * 3 yrs. on 8/1
Lauryn H. * 2 yrs. on 8/3
Chase W. * 2 yrs. on 8/3
Gaukhar W. * 4 yrs. on 8/8
Phillip P. * 1 yr. on 8/12
Kristian C. * 1 yr. on 8/15
Jessica H. * 1 yr. on 8/15
Krista B. * 1 yr. on 8/16
Kailani C. * 2 yrs. on 8/22
Newlene L. * 1 yr. on 8/22
Jaime M. * 1 yr. 8/22
Alicia W. * 1 yr. 8/22
Dan L. * 2 yrs. on 8/29
Jeffrey P. * 1 yr. on 8/29
Kylee W. * 1 yr. on 8/29

Visit notes:

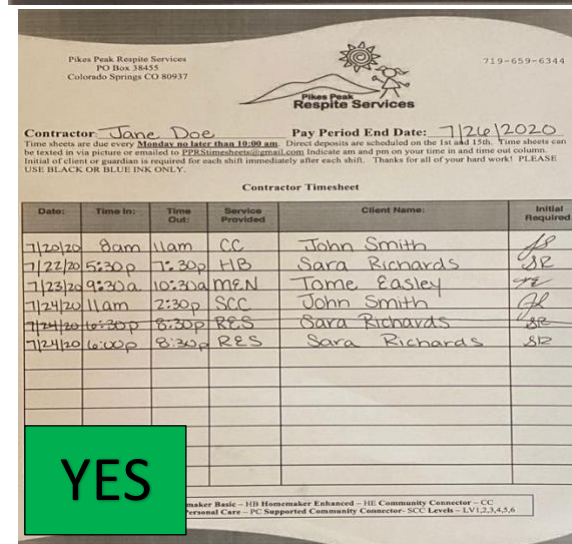
- Include name
- Due at the end of shift
- Include date/time/tasks performed/person responsible

Timesheet 101



Why is this incorrect?

- Blurry
- Orange Ink
- Dark Picture
- Missing am/pm
- Missing initials
- Missing service provided
- Mistake should have been crossed out and started on new line
- Was turned in Tuesday



Why is this correct?

- Clear/legible
- Black/blue ink
- Mistake was crossed out and started on a new line
- No missing information
- Name included
- Was turned in before 10am on Monday