



Hendlee Home Care

337 S Scales St., Ste D

Reidsville, NC 27320

Phone 336-347-7023

Email: info@hendleehomecare.com

TIME SHEET

(Time sheets are due every **MONDAY**. **NO** late time sheets will be accepted. Must use a separate time sheet for each client)

Employee Name: _____

Client Name: _____

	Sun	Mon	Tues	Wed	Thurs	Fri	Sat
Date							
Time-in							
Time-out							
Total Hrs							

Use table below if working a split shift

	Sun	Mon	Tues	Wed	Thurs	Fri	Sat
Date							
Time-in							
Time-out							
Total Hrs							

Signing below means that the employee and client agree that the above hours have been worked and all tasks were performed according to the plan of care.

Employee signature: _____ Date: _____

Client signature: _____ Date: _____