TIMEKEEPING TOOL (check all that apply)

Employer Type
- ☐ hired by individual/family
- ☐ hired by agency
- ☐ hired by individual who employs multiple people

Work Type
- ☐ housecleaning
- ☐ gardening
- ☐ cooking
- ☐ live-in
- ☐ live-out
- ☐ other _____

Payment Agreement
- ☐ I'm paid per hour
- ☐ I'm paid per week
- ☐ I'm paid per month
- ☐ I'm paid per house cleaned
- ☐ other _____

Name of employer/agency: _____

Phone Number: _____

Address: _____

Instructions: Please remember you should use a different sheet for each employer.

Dates	Time in	Time out	Meal Period Start	Meal Period End	Did you take your breaks?	Total hours/ day	Payment & Date
					yes | no		
					yes | no		
					yes | no		
					yes | no		
					yes | no		
					yes | no		
					yes | no		
					yes | no		
					yes | no		
					yes | no		
					yes | no		
					yes | no		
					yes | no		
							← Total Hours

Paid sick leave accrued (total hours ÷ 30)	Paid sick leave used & dates

I certify that the above is true and accurate.

_____ Date

_____ Signature

INCIDENT REPORT

Please use this space to log in any specific incidents about a possible violation of your rights. For example, any missed breaks, wage theft, disturbing incidents or harassment issues. If you work 24-hour shifts or live in the home of your employer, record interrupted sleep. Please also include here any incidents related to Paid Sick Leave such as being denied using the time accrued or having to take time off without pay. Make sure to write down the date, time and place where any incidents happened. Please make sure you use a single report per employer.