

**TIMEKEEPING TOOL** (check all that apply)

Employer Type       directly hired by individual/family       hired by agency






Work Type             nanny             homecare worker       board and care  
 live-in             live-out             other \_\_\_\_\_

Payment               I'm paid per hour       I'm paid per week  
 Agreement           I'm paid per month       other \_\_\_\_\_

Name of employer/agency: \_\_\_\_\_


Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_

Week of 	Time in 	Time out 	Meal Period Start 	Meal Period End 	Did you take your breaks?	Total hours/day
Sunday					yes   no	
Monday					yes   no	
Tuesday					yes   no	
Wednesday					yes   no	
Thursday					yes   no	
Friday					yes   no	
Saturday					yes   no	
						<b>Weekly total</b>

Housekeeping Task*	Weekly Total Amount of Time
Laundry	
Cooking	
Cleaning	
Gardening	
Other Housekeeping tasks	

Payments

Date 	Amount \$

\*Board and Care Workers do not have to fill out tasks table.

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

I certify that the above is true and accurate.

\_\_\_\_\_ Date

\_\_\_\_\_ Signature

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Signature

