

HOW TO USE YOUR TIMEKEEPING TOOL

Please fill out the sheet weekly. If you are employed by multiple employers, *please fill out a separate weekly chart for each employer.*

1. **Employer type:** Your employer is the person or company that hires you, directs your schedule and how you do your work, or who pays you. Please select if you were hired directly by the individual/family or by an agency.
2. **Work type:** Please select the type of work you do and whether you live in the home of your employer or live elsewhere.
3. **Contact information:** Please fill out this part using your employer's contact information: full name, address, and phone number.
4. Table to **track your hours:**
 - "Week of": Specify the dates of the week you are tracking.
 - For each work day, make sure to track the time you clocked in and clocked out, if you took a meal break or other rest break and the total number of hours per day you worked.
5. Table to **track your tasks:**
 - In addition to tracking your full work hours, you should also track how much time you spend doing housework in a work-week. If you spend more than 20% of your total workweek on housework (cleaning, washing dishes, cooking, laundry), you have stronger overtime protections, and you have the right to meal/rest breaks.
6. Table to **track payment:** Please include the dates when you were paid and the amount per pay period.
7. Table to **track Paid Sick Leave accrual:** Once you have tracked your hours and payment, you can use the Paid Sick Leave table to write down the sick time you have accrued and the time you were able to use:
 - You accrue 1 hour of paid sick leave per 30 hours of work. To calculate your accrued Paid Sick Leave, divide the total hours you worked in a single week by 30.
 - If you used hours and received payment for them, please write down how many hours and the date when you used them on the right hand column.
 - If you requested time off but you were denied the request even though you had accrued paid sick leave, please use the Incident Report section to write down the date and all important details of this incident.
8. **Certify:** Make sure to sign and date your timekeeping sheet!