Make sure your timesheet is filled out completely and correctly. All entries must be printed neatly inside the boxes, without touching any border (see examples below). AM/PM bubbles must be filled completely. If letters or numbers are not within the boxes, or are not readable, payment may be delayed. Each shift worked must include Service Date, Time In with AM/PM, Time Out with AM/PM, and Task(s) completed that shift.

Fill circles like this:	● ● ● ●	Not like this:	✓ ⊗ ⊘
Fill boxes like this:	A B C 1 2 3	Not like this:	ABC 123

1. Employee Name. Print Employee's name.

2. Employee ID. First seven digits of employee ID number.

3. Client Name. Print Client's name.

4. Client ID. Seven digit consumer ID number.

5. Sunday that Started your work week. The date of the Sunday at the beginning of the work week, in MM/DD/YY format. For example, if the first day of the week you worked was Tuesday, 05/17/16, then this would be **05/15/16**.

6. Service Date. The date services were provided, in MM/DD format.

7. Time In. The time your shift began, in **HH:MM** format. Choose **AM** or **PM** by filling in the correct circle.

8. Time Out. The time your shift ended, in **HH:MM** format. Choose **AM** or **PM** by filling in the correct circle.

9. Tasks. Choose which task(s) you completed for this shift by filling in the correct circle(s). Fill in as many as needed. Tasks correspond across from the shift worked.

10. Case Notes. Indicate the client's response to care and identify any change in health, safety or welfare. Explain as necessary.

Alaska Chore Timesheet sample form (marked "Sample")

11. Employee Signature.

12. Client Signature.

13. Employee Signature Date. In MM/DD/YY format. This must be **on or after** the last day worked and filled in by the employee at the time of signing.

14. Client Signature Date. In MM/DD/YY format. This must be **on or after** the last day worked and filled in by the client at the time of signing.