



# GAUNLEY HOME CARE, LLC DIRECT CARE WORKER TIMESHEET

720 Prospect Ave  
Scranton, PA 18505

Phone/Fax: (570)-800-7907  
gaunleyhomecare@gmail.com

Name of DCW:

Name of Client:

First Week	Date	T-In	T-Out	T-In	T-Out	C-initial	DAYS	Second Week	Date	T-In	T-Out	T-In	T-Out	C-initial
									SAT					
							SUN							
							MON							
							TUE							
							WED							
							THURS							
							FRI							
<b>Biweekly Total Hours :</b>														

**Do not include hours when client is bed hospitalized.**

### ADL/IADL Activities Lists

Duties																													
	Day	Dress/Undress	Bathing	Grooming	Feeding	Telephone	Hair Care	Meal Preparation	Medication Assistance	Skin Care	Toileting	Walking	Reminders/calendaring	Errands	Appointments	Shopping	Mail / Bills	Recreational/Coaching	Housekeeping	Reading/Writing	Lotion/Ointment	Managing Finances	Ambulating	Transfers	Laundry	Range of Motion	Bowel/Blad management	Incontinence care	
First Week	Sat																												
	Sun																												
	Mon																												
	Tue																												
	Wed																												
Second Week	Thu																												
	Fri																												
	Sat																												
	Sun																												
	Mon																												

Please return the completed timesheet in-person or email/fax by Monday(Biweekly), 5:00PM E.S.T. Your pay day will be next Wednesday from your timesheet submission date.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/ **2019**

Consumer Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/ **2019**

**Note: Make sure you have correctly included the time in and time out, if you are unsure please contact out office.**

You can download this timesheet from [gauleyhomecare.org](http://gauleyhomecare.org)

**Consumer Progress Note:** \_\_\_\_\_  
 \_\_\_\_\_  
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