



TouchCare Agency

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## Touch Care Agency

### Timesheet

Name of Employee \_\_\_\_\_

Job Title \_\_\_\_\_

Name of Home/Unit Assigned \_\_\_\_\_

DAY	DATE	TIME IN	TIME OUT	BREAK	HOURS WORKED	EMPLOYEES SIGNATURE	APPROVED BY SENIOR STAFF
MON							
TUES							
WED							
THUR							
FRI							
SAT							
SUN							
TOTAL HOURS							

Please ensure that hours are recorded accurately and totalled to the nearest 15 minutes. Final total should be entered in decimal e.g. 32.50. Scan completed form and email them to: [info@touchcareagency.com](mailto:info@touchcareagency.com)