All About Home Care
Time Sheet and Time
Certification for Non-Visit Time

Employee Name:_____ **Workweek Start:**_____

Please mail or deliver completed form for receipt by 12:00 pm on Mondays to: All About Home Care at 438 E. Main Rd, Suite 201, Middletown, RI 02842 **or** e-mailed to mcamara@allaboutthomecareinri.com **or** faxed to: **401-619-0780**

Date	**Client** Initials or Non-Billable (N/B)	**Expenses** Attach original receipt for reimbursement	**Mileage**	**Travel Time** Start Time	End Time	**Other Work Time** Start Time	End Time	**Total Hours**	**Description**

TOTAL HOURS FOR WEEK: _____

NOTE: It is the employee's responsibility to notify his/her supervisor of any issues/conditions that require the employee to work beyond regularly scheduled hours. If an employee does work beyond his or her regularly scheduled hours, with or without approval, the employee will be compensated for the additional, unscheduled hours of work.

NOTE: The Company's Travel Time Policy provides an explanation of compensable travel time and all time spent traveling should be recorded in accordance with this Policy.

By signing this Time Sheet,[1] I certify that I have carefully reviewed it and that I have accurately recorded all of my hours of work, including all start and stop times, and I hereby certify that my reported hours of work are accurate. I certify that I have not reported more or less time than I actually worked and that I have not rounded up or down any start or stop time. I will not sign this Time Sheet if it is not accurate and will report any inaccuracies to the Director. I have not been pressured, coerced, or directed by anyone at the Company, a client, or anyone else associated therewith to inaccurately report any time worked, or not report time that I have worked. I understand that I must not certify the accuracy of this Time Sheet and contact the Director if this statement is inaccurate.

Employee Signature: _____ **Date:** _____

[1] *See also* my reported work hours in the telephony system and, if applicable, my On-Call Time Log for total reported hours worked.