

**HeartPrint Home Care  
Employee One-Day Time Sheet**

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Employee Name	Hours Worked	Date
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Client Name	Actual Arrival	/ Departure Time
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Brief Explanation why logging system not used

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Client or Client Representative's Signature

This form must be filled out, signed and returned to the office by 12:00 pm (Noon) the Monday following the payroll period, so the hours can be included in that pay period.

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