

Date Submitted _____

HEMOCARE TIME SHEET for FAX

Page ____ of ____

Care Giver _____

Address _____

City & Zip _____

Client Name & Address	Start Date & Time	Stop Date & Time	Hours	Your Pay	Shift Notes

Paychecks cannot be mailed. Paychecks will be available at the office after 2:pm on payday or the next bank business day. Paystubs for Direct Depositors will be mailed unless otherwise noted on timesheet. Time sheets that arrive after Noon (12:00 PM) on the 10th or 25th will be paid three weeks later. Please use one line for every non-stop visit. Write **BIG** and with **thick ink**. Please place a * (star) in left margin if different than scheduled time & call office to notify change.

Totals		
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Please keep a copy for your records.
 Fax # 303-444-5580, drop off at office, or
 mail to: PO Box 20886, Boulder CO 80308