

| Employee Name/Title | | Tennessee Personal Assistance Hourly Timesheet | | Person Supported | | Address | | |
|---------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------|------------------------------------------------------------------------|------------------------------------------------------------------------|------------------------------------------------------------------------|------------------------------------------------------------------------|------------------------------------------------------------------------|---------------------------------|----------------------------------------------|
| Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday | Weekly Totals | Summary Totals |
| Date <u>06/16</u> <input type="checkbox"/> | Date <u>06/17</u> <input type="checkbox"/> | Date <u>06/18</u> <input type="checkbox"/> | Date <u>06/19</u> <input type="checkbox"/> | Date <u>06/20</u> <input type="checkbox"/> | Date <input type="checkbox"/> | Date <input type="checkbox"/> | Hours Worked <u>32</u> | Regular <u>80</u> |
| Time in <u>0800</u> | Time in <u>0800</u> | Time in <u>0800</u> | Time in <u>0800</u> | Time in <u>0800</u> | Time in <u>0800</u> | Time in <u>0800</u> | Training <u>8</u> | Overtime <u> </u> |
| Time out <u>1600</u> | Time out <u>1600</u> | Time out <u>1600</u> | Time out <u>1600</u> | Time out <u>1600</u> | Time out <u>1600</u> | Time out <u>1600</u> | CP Transp. <u> </u> | Training <u> </u> |
| Time in <u> </u> | Time in <u> </u> | Time in <u> </u> | Time in <u> </u> | Time in <u> </u> | Time in <u> </u> | Time in <u> </u> | PA Transp. <u> </u> | Respite <u> </u> |
| Time out <u> </u> | Time out <u> </u> | Time out <u> </u> | Time out <u> </u> | Time out <u> </u> | Time out <u> </u> | Time out <u> </u> | Respite <u> </u> | Respite <u> </u> |
| Training <u> </u> | Training <u> </u> | Training <u> </u> | Training <u> </u> | Training <u> </u> | Training <u> </u> | Training <u> </u> | | |
| Holiday <u> </u> | Holiday <u> </u> | Holiday <u> </u> | Holiday <u> </u> | Holiday <u> </u> | Holiday <u> </u> | Holiday <u> </u> | | |
| Respite <u> </u> | Respite <u> </u> | Respite <u> </u> | Respite <u> </u> | Respite <u> </u> | Respite <u> </u> | Respite <u> </u> | | |
| TOTAL <u> </u> | TOTAL <u> </u> | TOTAL <u> </u> | TOTAL <u> </u> | TOTAL <u> </u> | TOTAL <u> </u> | TOTAL <u> </u> | | |
| Transportation CP <input type="checkbox"/> PA <input type="checkbox"/> | Transportation CP <input type="checkbox"/> PA <input type="checkbox"/> | Transportation CP <input type="checkbox"/> PA <input type="checkbox"/> | Transportation CP <input type="checkbox"/> PA <input type="checkbox"/> | Transportation CP <input type="checkbox"/> PA <input type="checkbox"/> | Transportation CP <input type="checkbox"/> PA <input type="checkbox"/> | Transportation CP <input type="checkbox"/> PA <input type="checkbox"/> | | |
| | | | | | | | | |
| Date <u>06/23</u> <input type="checkbox"/> | Date <u>06/24</u> <input type="checkbox"/> | Date <u>06/25</u> <input type="checkbox"/> | Date <u>06/26</u> <input type="checkbox"/> | Date <u>06/27</u> <input type="checkbox"/> | Date <input type="checkbox"/> | Date <input type="checkbox"/> | Hours Worked <u>40</u> | Holiday <u>8</u> |
| Time in <u>0800</u> | Time in <u>0800</u> | Time in <u>0800</u> | Time in <u>0800</u> | Time in <u>0800</u> | Time in <u>0800</u> | Time in <u>0800</u> | CP Transportation <u> </u> | CP Transportation <u> </u> |
| Time out <u>1600</u> | Time out <u>1600</u> | Time out <u>1600</u> | Time out <u>1600</u> | Time out <u>1600</u> | Time out <u>1600</u> | Time out <u>1600</u> | Training <u> </u> | PA Transportation <u> </u> |
| Time in <u> </u> | Time in <u> </u> | Time in <u> </u> | Time in <u> </u> | Time in <u> </u> | Time in <u> </u> | Time in <u> </u> | Holiday <u> </u> | |
| Time out <u> </u> | Time out <u> </u> | Time out <u> </u> | Time out <u> </u> | Time out <u> </u> | Time out <u> </u> | Time out <u> </u> | CP Transp. <u> </u> | |
| Training <u> </u> | Training <u> </u> | Training <u> </u> | Training <u> </u> | Training <u> </u> | Training <u> </u> | Training <u> </u> | PA Transp. <u> </u> | |
| Holiday <u> </u> | Holiday <u> </u> | Holiday <u> </u> | Holiday <u> </u> | Holiday <u> </u> | Holiday <u> </u> | Holiday <u> </u> | Respite <u> </u> | |
| Respite <u> </u> | Respite <u> </u> | Respite <u> </u> | Respite <u> </u> | Respite <u> </u> | Respite <u> </u> | Respite <u> </u> | | |
| TOTAL <u> </u> | TOTAL <u> </u> | TOTAL <u> </u> | TOTAL <u> </u> | TOTAL <u> </u> | TOTAL <u> </u> | TOTAL <u> </u> | | |
| Transportation CP <input type="checkbox"/> PA <input type="checkbox"/> | Transportation CP <input type="checkbox"/> PA <input type="checkbox"/> | Transportation CP <input type="checkbox"/> PA <input type="checkbox"/> | Transportation CP <input type="checkbox"/> PA <input type="checkbox"/> | Transportation CP <input type="checkbox"/> PA <input type="checkbox"/> | Transportation CP <input type="checkbox"/> PA <input type="checkbox"/> | Transportation CP <input type="checkbox"/> PA <input type="checkbox"/> | | |
| | | | | | | | | |
| Date <u>06/30</u> <input type="checkbox"/> | Date <input type="checkbox"/> | Date <input type="checkbox"/> | Date <input type="checkbox"/> | Date <input type="checkbox"/> | Date <input type="checkbox"/> | Date <input type="checkbox"/> | Hours Worked <u>8</u> | Family Signature if Applicable <u> </u> |
| Time in <u>0800</u> | Time in <u> </u> | Time in <u> </u> | Time in <u> </u> | Time in <u> </u> | Time in <u> </u> | Time in <u> </u> | Training <u> </u> | |
| Time out <u>1600</u> | Time out <u> </u> | Time out <u> </u> | Time out <u> </u> | Time out <u> </u> | Time out <u> </u> | Time out <u> </u> | Holiday <u> </u> | |
| Time in <u> </u> | Time in <u> </u> | Time in <u> </u> | Time in <u> </u> | Time in <u> </u> | Time in <u> </u> | Time in <u> </u> | CP Transp. <u> </u> | |
| Time out <u> </u> | Time out <u> </u> | Time out <u> </u> | Time out <u> </u> | Time out <u> </u> | Time out <u> </u> | Time out <u> </u> | PA Transp. <u> </u> | |
| Training <u> </u> | Training <u> </u> | Training <u> </u> | Training <u> </u> | Training <u> </u> | Training <u> </u> | Training <u> </u> | Respite <u> </u> | |
| Holiday <u> </u> | Holiday <u> </u> | Holiday <u> </u> | Holiday <u> </u> | Holiday <u> </u> | Holiday <u> </u> | Holiday <u> </u> | | |
| Respite <u> </u> | Respite <u> </u> | Respite <u> </u> | Respite <u> </u> | Respite <u> </u> | Respite <u> </u> | Respite <u> </u> | | |
| TOTAL <u> </u> | TOTAL <u> </u> | TOTAL <u> </u> | TOTAL <u> </u> | TOTAL <u> </u> | TOTAL <u> </u> | TOTAL <u> </u> | | |
| Transportation CP <input type="checkbox"/> PA <input type="checkbox"/> | Transportation CP <input type="checkbox"/> PA <input type="checkbox"/> | Transportation CP <input type="checkbox"/> PA <input type="checkbox"/> | Transportation CP <input type="checkbox"/> PA <input type="checkbox"/> | Transportation CP <input type="checkbox"/> PA <input type="checkbox"/> | Transportation CP <input type="checkbox"/> PA <input type="checkbox"/> | Transportation CP <input type="checkbox"/> PA <input type="checkbox"/> | | |
| | | | | | | | | |
| Pay Period (Circle One) <input type="checkbox"/> 1st to 15th or <input checked="" type="checkbox"/> 16th to 31st | | Staff Signature: <u> </u> | | Date <u> </u> | | Supervisor's Signature: <u> </u> | | Date <u>7/10/25</u> |

ATTESTATION: I attest that I have completed and turned in all supporting documentation (daily notes, sleep logs, MARs, etc.). I acknowledge that I may experience a delay in pay if there is missing, inadequate, or inaccurate supporting documentation.

