Make sure to put the date on each day of the calendar. Schedule needs to be the hours worked not just say AM/PM or how many total hours will be worked each day. (ex: 3-6 pm; don't write 3 hours). Changes are expected, but if the changes are significantly different between the calendar and the timesheet, it is expected that a call will have been made to the office ahead of time with the changes. Minor changes do not need to be called in ahead of time to the office.

Month/Year: _____ /_____

PCA: _____

Client: _____

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday