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***California Domestic Worker Employment Timesheet***

***(for Non-Personal Attendants)[[1]](#footnote-0)***

This time sheet should be used by domestic workers who are classified as non-personal attendants under California law and by their employers.

Non-personal attendants, under state law, are domestic workers, including nannies, house cleaners, cooks, and home attendants, who spend more than 20% of their time on non-caregiving duties such as housekeeping, gardening, laundry, cooking and cleaning for the entire family, etc. This means they spend LESS than 80% of their time providing caregiving services such as supervision, feeding, and dressing for children, seniors or people with disabilities.

***To Be Completed By the Employee***

|  |  |
| --- | --- |
| Employee Name: |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Week of *[insert dates]*** | **Time In** | **Time Out** | **Meal Period Time Out** | **Meal Period Time In** | **Total****Daily Hours** | **Paid Sick Hours** **Used** | **Vacation Hours** **Used** |
| Sunday  |  |  |  |  |  |  |  |
| Monday |  |  |  |  |  |  |  |
| Tuesday |  |  |  |  |  |  |  |
| Wednesday |  |  |  |  |  |  |  |
| Thursday  |  |  |  |  |  |  |  |
| Friday |  |  |  |  |  |  |  |
| Saturday  |  |  |  |  |  |  |  |
| **TOTAL WEEKLY HOURS**  |  |  |  |

I certify that the above record is true and correct.

|  |  |
| --- | --- |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Date | Employee Signature  |

***To Be Completed By the Employer***

Employers’ Name:

Regular Rate of Pay:[[2]](#footnote-1)

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Rate** | **x Total Weekly Hours**  | **= Pay Owed**  |
| Regular Rate of Pay |  |  |  |
| Overtime (1.5x)[[3]](#footnote-2) |  |  |  |
| Double Time (2x)  |  |  |  |
| **TOTAL PAY OWED =**   |  |
|  | **Rate** | **x Total Weekly Hours**  |  **= Hours Accrued** |
| Paid Time Off (*such as vacation*)  |  |  |  |
| Paid Sick Time  |  |  |  |

Date paid:

I certify that the above record is true and correct.

|  |  |
| --- | --- |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Date | Employer Signature  |

1. Created in consultation with the Women’s Employment Law Clinic at Golden Gate University. [↑](#footnote-ref-0)
2. See the Hand in Hand CA Domestic Worker Overtime Rules on calculating overtime pay at 1.5x or 2.0x and for information on how to calculate Regular Rate of Pay. [↑](#footnote-ref-1)
3. See the Hand in Hand CA Domestic Worker Overtime Rules on calculating overtime pay at 1.5x or 2.0x and for information on how to calculate Regular Rate of Pay. [↑](#footnote-ref-2)