Weekly timesheet: visits and drive time

For home health aides and caregivers. Fill in each visit as it ends. Drive time = from the end of one visit to the start of the next, same day.

Name _____ **Agency** _____ **Workweek starts on (day)** _____ **Week of** _____

Date	Client / visit	Time in	Time out	Unpaid break (min)	Drive from last visit (start-end)	Visit hours	Drive hours	Notes (late clock-in, extra task)

Week totals

A. Visit hours _____ B. Drive hours between visits _____ C. Total hours worked (A + B) _____ D. Hours over 40 (if C > 40) _____

Check it against your pay statement (gross only)

Regular hours on statement _____ Overtime hours on statement _____ Travel hours shown? yes / no / not listed Gross on statement _____

Difference in hours (C minus statement hours) _____ Asked payroll on (date) _____ Answer: _____

A difference is something to ask about, not proof of an error. This sheet is a personal record, not legal or payroll advice. Free to print and copy. Honest Little Apps.

How to fill it in (two minutes a day)

1. Write time in and time out the moment each visit ends, from the clock you trust (your phone, not memory at 9 p.m.).
2. Between visits on the same day, write when you left one client and arrived at the next. That gap goes in the Drive column.
3. Only write an unpaid break if you were fully off duty. A lunch eaten while watching a client is not a break.
4. At the end of the agency workweek (not the calendar week, if they differ), add Visit hours and Drive hours.
5. On payday, copy the regular hours, overtime hours and gross from the statement into the box at the bottom and compare.

Worked example

Tuesday: Client A 8:00-10:00, drive 10:00-10:25, Client B 10:25-1:25, drive 1:25-1:50, Client C 1:50-3:50.

Visit hours = 2 + 3 + 2 = 7.0. Drive hours = 0.42 + 0.42 = 0.83 (about 50 minutes). Total for the day = 7.83 hours.

If the pay statement shows 7.0 hours for Tuesday, the 50 minutes of drive time is the line to ask about.

Where the rules come from (checked November 3, 2026)

- Travel between job sites during the workday: 29 CFR 785.38 says it "must be counted as hours worked." Home to first client and last client to home is usually commute time.
- Agencies and overtime: the U.S. Department of Labor 2013 home care rule (effective January 1, 2015) bars third-party employers from the companionship and live-in exemptions. A July 2025 proposal would change this for companionship services; it was still a proposal when we checked.
- EVV: the 21st Century Cures Act requires electronic visit verification of six items, including the date and start and end time of a service (CMS bulletin, May 2018). Drive time is not one of the six.
- State law can add more. Your agency payroll team or your state labor department can tell you what applies to you.

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