**Records of Care /Timesheets**

***Please double check your ROC before placing it in the Green Mailbox.*** Typical mistakes or missing information to check for include:

* your signature and date are on your ROC
* √s are added for all cares you provided
* cares checked are on the same day as your in and out times
* in and out times are listed for every day you worked

**If you need blank ROCs or time-off forms**, please pick them up from the table in the vestibule.