

TENDERA

Daily Staffing Record

Actual hours worked | Arizona assisted living

Record date, caregiver and assistant caregiver names, and hours worked by each. Use one record per facility and calendar date. Use a separate row for each continuous work period; split shifts at midnight. Add continuation sheets as needed.

Facility

Work date (YYYY-MM-DD)

Sheet number / total

DAILY RECORD

Role, location and start/end times are added management fields.

Staff name	Role*	Building / area*	Actual start*	Actual end*	Hours worked

* Optional details. Role codes: M = manager, C = caregiver, AC = assistant caregiver. Use 24-hour times or AM/PM.

Coverage changes / follow-up (optional, no resident clinical details)

Reviewed by (optional)

Review date (optional)

Retain daily caregiver records at least 12 months after the last date on the documentation. R9-10-806(A)(7).
Optional operator form, not state-approved. No hour calculations or wage/payroll determinations. Store completed records securely.