

# Domestic Worker Timesheet

Based on M.G.L. c. 149, § 190, M.G.L. c. 151, §§ 1B and 15

The Massachusetts Attorney General’s Office prepared this Sample Timesheet. You may use it to track hours worked.

Working time includes all time a worker must be at a specific place or does work for the employer. Breaks of less than 20 minutes or breaks where an employee must stay on site or duty generally must be paid.

Time worked beyond 40 hours in a week must be paid at an overtime rate of 1.5 × regular hourly wages.

*Employers* must keep timesheet and pay records for at least **3 years**. *Workers* have the right to see those records at reasonable times.

Worker’s Name: \_\_\_\_\_ Address: \_\_\_\_\_ Job Title: \_\_\_\_\_

Date Worked	Start Time				End Time				Unpaid Break(s)	Total Working Hours	Leave Hours Taken			
	Sick	Vacation	Other (specify)											
	H	H	:	M	M	H	H	:	M	M				
	H	H	:	M	M	H	H	:	M	M				
	H	H	:	M	M	H	H	:	M	M				
	H	H	:	M	M	H	H	:	M	M				
	H	H	:	M	M	H	H	:	M	M				
	H	H	:	M	M	H	H	:	M	M				
	H	H	:	M	M	H	H	:	M	M				
Notes:										Total Regular Hours				
										Total Overtime Hours				

Worker signs here \_\_\_\_\_ Date \_\_\_\_\_

Employer /Supervisor signs here \_\_\_\_\_ Date \_\_\_\_\_

Note: If you are a worker and you don’t think this form states the correct number of hours you worked, you may make note of the hours you believe you worked.