

Paramed Home Health
Step 1 Hours Investigation

SAMPLE

Name MARIA WORKER Emp # 00123

Availability MON-FRIDAY NOON-9pm

Zone WEST Casual Reg 20 25 30 X 35 40 Other

Nature of concern:

I was short hours for two weeks.

Week 1 (from-to) July 3-7, 2017

Date	Times available for shifts	Total hrs for day
<u>July 3/17</u>	<u>noon - 9pm</u>	<u>5</u>
<u>July 4/17</u>	<u>"</u>	<u>6</u>
<u>July 5/17</u>	<u>"</u>	<u>4.5</u>
<u>July 6/17</u>	<u>"</u>	<u>6</u>
<u>July 7/17</u>	<u>"</u>	<u>5.5</u>

Week 2 (from-to) July 10-14, 2017

<u>July 10/17</u>	<u>noon - 9pm</u>	<u>6.5</u>
<u>July 11/17</u>	<u>"</u>	<u>6.5</u>
<u>July 12/17</u>	<u>"</u>	<u>4</u>
<u>July 13/17</u>	<u>"</u>	<u>5.25</u>
<u>July 14/17</u>	<u>"</u>	<u>6</u>

Week 3 (from-to) _____

Employers

Response _____

Date _____ Signature _____

Date Entered into Payroll _____

Copy to: Employer _____ Employee _____ Steward _____