

NDIS – INDIVIDUAL SUPPORT TIMESHEETS

STAFF NAME:

PAY PERIOD:

		CLIENT NAME:	S/S ✓	TOTAL HOURS:	CLIENT NAME:	S/S ✓	TOTAL HOURS:	CLIENT NAME:	S/S ✓	TOTAL HOURS:	CLIENT NAME:	S/S ✓	TOTAL HOURS:
DAY	DATE	SHIFT TIMES			SHIFT TIMES			SHIFT TIMES			SHIFT TIMES		
MONDAY													
TUESDAY													
WEDNESDAY													
THURSDAY													
FRIDAY													
SATURDAY													
SUNDAY													
MONDAY													
TUESDAY													
WEDNESDAY													
THURSDAY													
FRIDAY													
SATURDAY													
SUNDAY													
PUBLIC HOLIDAY													
LIFE ENRICHMENT HOURS													
ORIENTATION													
OVERTIME													
SLEEPOVERS													
MEETINGS													
TRAINING													
ANNUAL LEAVE													
SICK LEAVE													
KLM'S													
REC \$													
WAKE HOURS													
		TOTAL HOURS			TOTAL HOURS			TOTAL HOURS			TOTAL HOURS		

ATTACHMENT SHEETS: WAKE HOURS SHEET () RECEIPTS () RECEIPTS EXPLANATION SHEET () MEDICAL CERTIFICATE () KLM SHEET () NON CONTACT APPROVED () ANNUAL LEAVE APPROVED ()

	ADMINISTRATION	ADMINISTRATION	ADMINISTRATION	ADMINISTRATION
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