

Staff Name:

INDIVIDUAL CONTRACT TIMESHEET

When complete, eMail to: payroll@nwrss.org.au

	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Dates:														
Public Holiday (✓)														

Client Name:

<b>Times</b>														
Split Shift/Life Enrichment/Overtime(✓)	SS[ ]LE[ ]OT[ ]	SS[ ]LE[ ]OT[ ]	SS[ ]LE[ ]OT[ ]	SS[ ]LE[ ]OT[ ]	SS[ ]LE[ ]OT[ ]	SS[ ]LE[ ]OT[ ]	SS[ ]LE[ ]OT[ ]	SS[ ]LE[ ]OT[ ]	SS[ ]LE[ ]OT[ ]	SS[ ]LE[ ]OT[ ]	SS[ ]LE[ ]OT[ ]	SS[ ]LE[ ]OT[ ]	SS[ ]LE[ ]OT[ ]	SS[ ]LE[ ]OT[ ]
Sick Leave/Annual Leave(✓)	AL[ ]SL[ ]	AL[ ]SL[ ]	AL[ ]SL[ ]	AL[ ]SL[ ]	AL[ ]SL[ ]	AL[ ]SL[ ]	AL[ ]SL[ ]	AL[ ]SL[ ]	AL[ ]SL[ ]	AL[ ]SL[ ]	AL[ ]SL[ ]	AL[ ]SL[ ]	AL[ ]SL[ ]	AL[ ]SL[ ]
Meeting (Times/Hrs)														
KLM'S														
Orientation (Times/Hrs)														
Training (Times/Hrs)														
Admin Only	Ordinary	Shift	SAT	SUN	Orientation Ord   Shift	SOA	O/Time 1.5   2.0	S/S	KLM / Rec \$	Sick Leave	Annual Leave	Meetings	Train: NWSS Client	P/Hol 1.75   2.5

Client Name:

<b>Times</b>														
Split Shift/Life Enrichment/Overtime(✓)	SS[ ]LE[ ]OT[ ]	SS[ ]LE[ ]OT[ ]	SS[ ]LE[ ]OT[ ]	SS[ ]LE[ ]OT[ ]	SS[ ]LE[ ]OT[ ]	SS[ ]LE[ ]OT[ ]	SS[ ]LE[ ]OT[ ]	SS[ ]LE[ ]OT[ ]	SS[ ]LE[ ]OT[ ]	SS[ ]LE[ ]OT[ ]	SS[ ]LE[ ]OT[ ]	SS[ ]LE[ ]OT[ ]	SS[ ]LE[ ]OT[ ]	SS[ ]LE[ ]OT[ ]
Sick Leave/Annual Leave(✓)	AL[ ]SL[ ]	AL[ ]SL[ ]	AL[ ]SL[ ]	AL[ ]SL[ ]	AL[ ]SL[ ]	AL[ ]SL[ ]	AL[ ]SL[ ]	AL[ ]SL[ ]	AL[ ]SL[ ]	AL[ ]SL[ ]	AL[ ]SL[ ]	AL[ ]SL[ ]	AL[ ]SL[ ]	AL[ ]SL[ ]
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Split Shift/Life Enrichment/Overtime(✓)	SS[ ]LE[ ]OT[ ]	SS[ ]LE[ ]OT[ ]	SS[ ]LE[ ]OT[ ]	SS[ ]LE[ ]OT[ ]	SS[ ]LE[ ]OT[ ]	SS[ ]LE[ ]OT[ ]	SS[ ]LE[ ]OT[ ]	SS[ ]LE[ ]OT[ ]	SS[ ]LE[ ]OT[ ]	SS[ ]LE[ ]OT[ ]	SS[ ]LE[ ]OT[ ]	SS[ ]LE[ ]OT[ ]	SS[ ]LE[ ]OT[ ]	SS[ ]LE[ ]OT[ ]
Sick Leave/Annual Leave(✓)	AL[ ]SL[ ]	AL[ ]SL[ ]	AL[ ]SL[ ]	AL[ ]SL[ ]	AL[ ]SL[ ]	AL[ ]SL[ ]	AL[ ]SL[ ]	AL[ ]SL[ ]	AL[ ]SL[ ]	AL[ ]SL[ ]	AL[ ]SL[ ]	AL[ ]SL[ ]	AL[ ]SL[ ]	AL[ ]SL[ ]
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Sick Leave/Annual Leave(✓)	AL[ ]SL[ ]	AL[ ]SL[ ]	AL[ ]SL[ ]	AL[ ]SL[ ]	AL[ ]SL[ ]	AL[ ]SL[ ]	AL[ ]SL[ ]	AL[ ]SL[ ]	AL[ ]SL[ ]	AL[ ]SL[ ]	AL[ ]SL[ ]	AL[ ]SL[ ]	AL[ ]SL[ ]	AL[ ]SL[ ]
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\$ AMOUNT ON ATTACHED RECEIPTS:

ADMIN ONLY: WAKE HRS SHEET attached ( ) RECEIPTS Attached ( ) RECEIPTS EXPLANATION SHEET Attached ( ) MED CERT. Attached ( ) KLM SHEET Attached ( ) NON-CONTACT Approval ( ) ANNUAL LEAVE ( )