

SAMPLE TIMESHEET

PLEASE FILL OUT A SEPARATE TIMESHEET FOR EACH CLIENT

Client Name:	<i>JOHN SMITH</i>	(PLEASE ENTER THE NAME OF THE CHILD /PERSON YOU ARE SUPPORTING ONLY)		
Support Worker:	<i>JACKIE JAMES</i>	(PLEASE WRITE YOUR NAME) HERE)	Employee No.	(ON PAYSリップ/ ID BADGE)
Week Ending:	<i>Sunday 22nd January</i>			
	(PLEASE NOTE THE WEEK COMMENCING DATE HAS NOW CHANGED TO WEEKENDING)			

PLEASE USE THE 24HR CLOCK

WEEK DAY	DATE	START TIME	FINISH TIME	HOURS WORKED	SIGNED BY CLIENT
MONDAY 2nd Shift	<i>16/01/08</i>	<i>7:00</i>	<i>10:0</i>	<i>3hrs</i>	<i>Mr Roger Smith</i>
		<i>14:00</i>	<i>17:00</i>	<i>3hrs</i>	
TUESDAY 2nd Shift					
WEDNESDAY 2nd Shift	<i>18/01/08</i>	<i>20:00</i>	<i>8:00</i>	<i>12hrs</i>	Sarah Smith
THURSDAY 2nd Shift	<i>19/01/08</i>	<i>12:00</i>	<i>17:00</i>	<i>5hrs</i>	<i>R. Smith</i>
FRIDAY 2nd Shift		If you go back to the same job on the same day enter the time of your 2 nd shift on the second line			
SATURDAY 2nd Shift					
SUNDAY 2nd Shift					
SUPPORT WORKERS SIGNATURE <i>Jackie James</i>				<i>23hrs</i>	TOTAL HOURS

SUPPORT WORKERS COMMENTS:

You can enter any information here in comments regarding your hours worked, e.g. if you have been given permission to work an extra hour longer or if you filled out a timesheet due to a late cancellation or if any of your hours worked relate to training etc.

SAMPLE DIARY SHEET

Client Name:	<i>JOHN SMITH</i> (PLEASE ENTER THE NAME OF THE CHILD /PERSON YOU ARE SUPPORTING ONLY)		
Support Worker:	<i>JACKIE JAMES</i> (PLEASE WRITE YOUR NAME) HERE)	Employee No.	STATED ON PAYSLIP
Week Ending:	<i>Sunday 22nd January</i> (PLEASE ALWAYS USE SUNDAY'S DATE AS THE WEEKENDING DATE)		

WEEK DAYS	DATE	DAILY DIARY
MONDAY	<i>16th January</i>	
<ul style="list-style-type: none"> ▪ GAVE JOHN OAT CRUNCH FOR BREAKFAST HIS FAVOURITE, WILL NOT EAT ANYTHING ELSE ALWAYS GIVE HIM CEREAL UNLESS HIS MUM SUGGESTS SOMETHING ELSE. ▪ WENT TO THE PARK, ALWAYS GO TO THE LOCAL PARK, JOHN LIKES TO WALK ROUND AND ROUND, NORMALLY SPENDS AN HOUR THERE. THEN ENCOURAGE HIM TO LEAVE, SOMETIMES HE'S RESISTANT BUT AS LONG AS YOU PROMISE TO TAKE HIM SOMEWHERE ELSE HE WILL GO ALONG. 		
TUESDAY		
WEDNESDAY	<i>18th January</i>	
<ul style="list-style-type: none"> ▪ JOHN ALREADY HAD HIS COAT ON READY TO GO OUT, WHEN I ARRIVED, VERY AGITATED THIS MORNING, HIS MUM SAID SHE TOLD HIM OFF SO NOT IN GOOD MOOD. ▪ MUCH BETTER WHEN WE GOT TO THE PARK HIS MOOD IMPROVED WENT TO MC DONALDS ALWAYS ENJOYS THAT, ALL IN ALL GOOD DAY. 		
THURSDAY	<i>19th January</i>	
<ul style="list-style-type: none"> ▪ STAYED HOME TODAY, PLAYED BOARD GAMES, JOHN'S FAVOURITE IS LUDO ▪ WATCHED TV TOGETHER MADE LUNCH ALLOW JOHN TO GET USED TO BEING INDEPENDANT AND MAKING HIS OWN LUNCH, JUST SUPERVISE AND MAKE SUGGESTIONS, IN A GOOD MOOD NO PROBLEMS TO REPORT 		
FRIDAY		
SATURDAY		
SUNDAY		

SUPPORT WORKERS SIGNATURE *Jackie James*