

### INDEPENDENT LIVING SERVICE – TIME SHEET for Support Workers

This form must be in the office **by the 1st** of the following month at the latest, (you can send it in earlier if you have finished your month's work ). If this doesn't happen you will not get paid, sorry.

This sheet should accurately reflect the hours and shifts you have actually worked.

Name			Month	
Contracted Hrs in month	Hrs worked	Difference in Hrs	TOIL b/f	TOIL left

	SU	Hours Worked		Rota hrs	Authorised paid extra hrs	24hr set shift	EITHER OR SI		sick	A/L	On call
		From:	To:								
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TOTALS											

To be filled in by office staff only:

miles	@ .40p	£	Authorised Extra Hrs	@ £	£	Any recoveries:
SI	@ £	£	Extra set shifts	@ £	£	
SI	@ £	£	10.77 %		£	Infomation: T hr                  Tm
BH	@ £	£	on call			

S User signature	S Worker signature	Manager check rota	Date	Team Leader checked?
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