

Whangarei Office
 Phone: (09) 430 2090
 Freephone: 0800 832 383
 Email: officewhg@homesupport.co.nz
 Web: www.homesupport.co.nz



**Home Support
North**
 Charitable Trust

Mid/Far North Office
 Phone: (09) 401 6657
 Fax: (09) 401 6658
 Freephone: 0800 729 787
 Email: hsnwageskk@homesupport.co.nz

Support Worker Name:				SW Signature:			
Client ID:				Fortnight Ending: / /			
Client Daily Initial	Day	Date	Start Time	Finish Time	HC Hours Worked	PC Hours Worked	Tick if a relief shift
	Mon						
	Tue						
	Wed						
	Thurs						
	Fri						
	Sat						
	Sun						
Client Signature: Week one							Total Week One
	Mon						
	Tue						
	Wed						
	Thurs						
	Fri						
	Sat						
	Sun						
Client Signature: Week Two							Total Week Two
Total Fortnightly Hours worked:					HC	PC	

Comments:		
	Copied to CC file: / /	By:

Late Timesheets: Please ensure your timesheets are sent within the correct pay period. Late timesheets could result in you not being paid until the next pay period.	Client Signatures: Please obtain a Client signature after each week of work. Never get a Client to sign a blank timesheet. If you are unable to or forgot to get a Client Signature - please state the reason in the space where the Client Signature was supposed to be and send your timesheet in during the current pay period.
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Annual Leave: You need to request annual leave at least two weeks before your intended holiday and send in an "Annual Leave Form".	Sick Leave: Please notify the Employee Support Team as soon as possible and complete a " Sick Leave Form "	Bereavement Leave: Please notify the Employee Support Team as early as possible and complete a " Bereavement Leave Form "
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Please note that forms need to be received by Payroll before any payment can be made ~ online forms can be accessed from our website – www.homesupport.co.nz.

Public Holidays: If you normally work PC you are required to work all shifts including HC. If you only work HC, please work these hours on another day (notify office of the change) and do not work the Public Holiday. If you do not work the Public Holiday and complete paper timesheets – please note "NOT Worked" and the hours you would have worked that day on your timesheet. If you are on the Remote Worker App or have been requested to "not work" you will be paid as per your roster – in each of these cases no leave form is required. If you wish to take the day off you need to apply for leave, complete a leave form, with at least two weeks notice.	Alternative Days: You need to request an Alternative Day at least two weeks beforehand . You must send in an " Annual Leave Form " before any payment can be made.
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If you do not work on an allocated day - please note on your timesheet the day that you would normally have worked and the reason you did not.

Hazard Identification: Have you noticed any new hazards in the Client's home? If so please provide details here:- What is the hazard? <input checked="" type="checkbox"/> <input type="checkbox"/> I have added it to the Client Control plan and advised Co-ordinator / Office <input type="checkbox"/> Isolated – please state how: _____ <input type="checkbox"/> Minimised – Please state how: _____ <input type="checkbox"/> Eliminated: Please state how: _____ <input type="checkbox"/> No action taken: Please state why: _____ Have you had any "near misses" ie something that could have caused an injury that should be addressed? <input type="checkbox"/> <input checked="" type="checkbox"/> if yes and provide details: _____ Please remember to add it to the Client Hazard Control plan in the Client pack.
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Would you like to stop filling in these timesheets? Contact Payroll to find out about how to get onto Remote Worker (our electronic timesheet app) and how this could work for you.