



ABN 97 007 895 703

TEMPORARY STAFF TIMESHEET South Australia Community Care

Client name Support worker name Pay period ending.....

Week 1												Passive shift					Office use only		
Day	Date	Start	Finish	Start	Finish	Start	Finish	Start	Finish	Start	Finish	Pass start	Pass finish	Pass start	Pass finish	Pass total	Day	A/noon	Night
Monday	/ /2018																		
Tuesday	/ /2018																		
Wednesday	/ /2018																		
Thursday	/ /2018																		
Friday	/ /2018																		
Saturday	/ /2018																		
Sunday	/ /2018																		

Week 2												Passive shift					Office use only		
Day	Date	Start	Finish	Start	Finish	Start	Finish	Start	Finish	Start	Finish	Pass start	Pass finish	Pass start	Pass finish	Pass total	Day	A/noon	Night
Monday	/ /2018																		
Tuesday	/ /2018																		
Wednesday	/ /2018																		
Thursday	/ /2018																		
Friday	/ /2018																		
Saturday	/ /2018																		
Sunday	/ /2018																		

Please provide reasons for activity in passive shift:	Office use only		
	W/Day		Pass W/D
	W/Aft		Pass Sat
	W/Night		Pass Sun
Kilometres used (car odometer start #/finish #/total kms):	Sat		Pass P/H
	Sun		Expenses
	Public H		Kilometres
Notes:	Emerg C/O		

Client signature Support worker (employee) signature

IMPORTANT INFORMATION ABOUT TIMESHEETS – PLEASE READ

Decimal conversion	
Minutes	Decimal
5	0.08
10	0.17
15	0.25
20	0.33
25	0.42
30	0.5
35	0.58
40	0.67
45	0.75
50	0.83
55	0.92
60	1

Timesheets must be received by McArthur prior to 8am – Monday, Week 1 of the following roster:

Submit timesheet by the following methods:

Post: Level 12/101 Grenfell St, Adelaide 5000

Fax: 08 8215 0200

Email: communitycare.sa@mcARTHUR.com.au

Pay period runs:

Monday (week 1) through to Sunday midnight (week 2)

Shift cancellation procedure:

All shift alterations or cancellations must be phoned through with adequate notice (min. 4 hours) – strictly no text or emails to be used for this purpose.

Thank you for your cooperation.

Additional information:

- Only rostered shifts will be paid, unless prior written approval has been given from a member of McArthur Community Care division.
 - It is the support workers responsibility to ensure shifts are completed on time.
- Only expenses that have been approved will be reimbursed.
 - All motor vehicle mileage expense claims must be submitted with a start and finish odometer reading.
- Passive/active.
 - In the event that a passive shift becomes active through activity or disturbance, the support worker must outline the details on the 'notes section' located on the flip side.
 - Compensation will be 1 hour paid at 'active rate' per occurrence, if the support worker has three or more occurrences in one passive shift, the entire shift will be converted to 'active rate'.
 - Acceptable claims for activity in a passive shift include, client is unwell, client requires medication, client requires medical attention.
 - Timesheets are a true and accurate reflection of activities associated with provision of service to your client. Intentionally providing misleading information could result in termination of your employment.