

W/C: Monday													Client To Client Mileage
Time	From	To	Total	Client Name	From	To	Total	Client Name	From	To	Total	Client Name	
Mon													
Tue													
Wed													
Thu													
Fri													
Sat													
Sun													
Weekly Total				Weekly Total				Weekly Total				A+B+C	
Box A:				Box B:				Box C:				=	

W/C: Monday													Client To Client Mileage
Time	From	To	Total	Client Name	From	To	Total	Client Name	From	To	Total	Client Name	
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Wed													
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Sun													
Weekly Total				Weekly Total				Weekly Total				A+B+C	
Box A:				Box B:				Box C:				=	

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Weekly Total				Weekly Total				Weekly Total				A+B+C	
Box A:				Box B:				Box C:				=	

SUPPORTED LIVES TIME SHEET				Staff Name:				Month:					
W/C: Monday													Client To Client Mileage
Time	From	To	Total	Client Name	From	To	Total	Client Name	From	To	Total	Client Name	
Mon													
Tue													
Wed													
Thu													
Fri													
Sat													
Sun													
Weekly Total Box A:				Weekly Total Box B:				Weekly Total Box C:				A+B+C =	
Total Hours for Month:												All Boxes	
Remarks / Messages													
Please sign and date this form before handing it in to Supported Lives Office by the dates shown on the Pay Chart below:													
Signed:										Date:			
Signed by Team Leader:										Date:			

FOR OFFICE USE ONLY	HOURS	RATE	COMMENTS
Mon – Fri 7am – 10pm			
Sat 7am – 10pm			
Sun 7am – 10pm			
Owed Wages/Hours (previous months)			
Bank Holiday			
Sleep / Special Circumstance			
Total Hours			
Contracted Hours			

SUPPORTED LIVES PAY CHART APRIL 2008 - MARCH 2009				
TAX MONTH	COMPLETE TIME SHEET TO	LAST TIME SHEET TO BE RECEIVED BY	PAY DATE	No. WEEKS
APRIL	27/04/08	23/04/08	30/04/08	4
MAY	25/05/08	21/05/08	31/05/08	4
JUNE	29/06/08	23/06/08	30/06/08	5
JULY	27/07/08	23/07/08	31/07/08	4
AUGUST	31/08/08	25/08/08	31/08/08	5
SEPTEMBER	28/09/08	22/09/08	30/09/08	4
OCTOBER	26/10/08	22/10/08	31/10/08	4
NOVEMBER	30/11/08	24/11/08	30/11/08	5
DECEMBER	28/12/08	22/12/08	31/12/08	4
JANUARY	25/01/09	23/01/09	31/01/09	4
FEBRUARY	22/02/09	20/02/09	28/02/09	4
MARCH	29/03/09	24/03/09	31/03/09	5