

RESPIRE OPTIONS PROGRAM - TIME, EXPENSE & FUNDING SOURCE SHEET

WORKER NAME : _____ TELEPHONE : _____
 ADDRESS (if changed) : _____
 CONSUMER NAME : _____ PAY DATE : _____

NB : Please use a separate timesheet for each consumer.

DATE	DAY of week	START TIME am/pm	FINISH TIME am/pm	Sleepover	HOURS	Office Use		Other Expenses	NATURE OF EXPENSE INCURRED		
						KMS	Office Use				
Total hours :						Total Kms:			Total expenses:		

IMPORTANT

THIS SECTION TO BE COMPLETED BY PARENT

PLEASE ENTER THE NUMBER OF HOURS PER DAY FOR EACH FUNDING SOURCE

NBI Options Contract	NBI Flexible Respite	Centacare	Community Care	Northcott	Northside Enterprise	NSCRC	Sunnyfield	UnitingCare Burnside	Wesley
Parents signature : _____									

Office Use Only				
Base	Even	Sat	Sun	S/O

Do you have a current first aid certificate? **Yes** **No**

Worker's Signature : _____ Date : _____

IN ORDER FOR PAYMENT TO BE PROCESSED ON TIME, TIMESHEETS MUST BE RECEIVED BY 11AM ON THE TUESDAY PRIOR TO PAY DAY.

Post to : Northern Beaches Interchange **Fax to :** 9970 7763
 2 Jacksons Road
 Warriewood NSW 2102

GUIDELINES FOR COMPLETING RESPITE OPTIONS TIMESHEETS

- 1 Workers must complete their name and contact details.
- 2 Workers must fill in the consumer's name.
- 3 A separate timesheet is required for each consumer. DO NOT use the same timesheet for two families.
- 4 Workers must enter the correct date and day for each shift worked.
- 5 Workers must enter the correct start and finish time for each shift worked, indicating am and pm.
- 6 If workers are claiming any expenses they must write down in the expenses column the type of expense, for example – movie ticket.
- 7 When claiming expenses, the worker must attach the original receipt or docket to the timesheet.
- 8 Food and drink are not claimable expenses and only expenses directly related to providing respite will be reimbursed.
- 9 When claiming travel expenses, workers must write down the destination of the trip and the correct amount of Kilometres travelled.
- 10 Workers can only claim travel when they are transporting the consumer in their own cars as part of their arranged shift.
- 11 Workers cannot claim travel from their own home to the consumer's home.
- 12 Workers are not allowed to use their own vehicles unless they have comprehensive insurance as well as an unrestricted license and have clearance by the Respite Options Coordinators.
- 13 If workers are using the consumer's family car they cannot claim travel.
- 14 At the completion of a shift, workers must get the consumer's parent's signature on the timesheet. No expenses or travel may be added after the timesheet has been signed.
- 15 **Workers must submit their timesheets to the office no later than the midday of the Monday before payday.**
- 16 If a worker has lost a completed timesheet they must contact the Respite Options Coordinators immediately.
- 17 If a worker is in doubt regarding any aspect of the Options Timesheets, please contact the Respite Options Coordinators on 9970 0500, 9am-4pm Monday to Friday.

FAILURE TO COMPLETE THE REQUIRED DETAILS OF THE TIMESHEETS MAY RESULT IN A DELAY OF PAYMENT OF WAGES

NOTIFICATION OF ANY CONCERNS OR POTENTIAL HAZARDS

Date : _____ Name of Worker : _____ Name of Consumer : _____

Identified Concern / Potential Hazard	Location	Details	Level of Perceived Risk (High, Medium, Low)	Suggestions to correct or improve the situation