

EXAMPLE ONLY

Name: **LEN WELER** Direct Service Coordinator: **ALAZNA MOVES** Pay Period: **12/11/15 To 25/11/15**

Client - SURNAME and FIRST INITIAL	BELL	N	JAMES R	TOTAL	SHIFT TIMES	TOTAL	SHIFT TIMES	TOTAL	SHIFT TIMES	TOTAL
Monday 12/11	8:30-11:30+5-6pm	4	3-4 pm	1						
Tuesday 13/11			4-7 pm	3						
Wednesday 14/11										
Thursday 15/11	8:30-11:30+5-6pm	4								
Friday 16/11										
Saturday 17/11			4-7 pm	3						
Sunday 18/11										
Monday 19/11	8:30-11:30+5-6pm	4								
Tuesday 20/11			3-4 pm	1						
Wednesday 21/11			4-7 pm	3						
Thursday 22/11	8:30-11:30+5-6pm	4								
Friday 23/11										
Saturday 24/11			4-7 pm	3						
Sunday 25/11										
Kilometres - Paid if Log Sheet attached	35	35	52	52						
Sick Leave - Paid if certificate attached										
Meetings - Write times and total	9-10am (13th)	1								
Phone in \$'s - Paid only if approved										
Annual Leave - Min 1 week - Approved only										
Expenses - Paid if receipts and Explanation Sheets attached (Meals \$10 Maximum)	\$5.80	\$80	\$7.40	7.40						
Log Sheet Attached? <input checked="" type="checkbox"/>										
Receipts Explanation Sheet Attached? <input checked="" type="checkbox"/>										
Medical Certificate Attached? <input type="checkbox"/>										
Annual leave Approved? <input type="checkbox"/>										
Phone Approved? <input type="checkbox"/>										
Tick Applicable Attachment/Approval Above	Office Only	Office Only	Office Only	Office Only	Office Only	Office Only	Office Only	Office Only	Office Only	Office Only

EXTRA HOUR APPROVED BY ALAZNA (13th & 20th)