

Administration Time Sheet

Name of Worker _____

Worker ID: _____

	Monday Date:	Tuesday Date:	Wednesday Date:	Thursday Date:	Friday Date:	Saturday Date:	Sunday Date:
Start time							
End time							
Minus Lunch Time							
Total hours worked							
<u>Service</u>	<u>Time</u>	<u>Time</u>	<u>Time</u>	<u>Time</u>	<u>Time</u>	<u>Time</u>	<u>Time</u>
Office work							
Supervision in the field							
To escort clients from Halfway Hse to DIC							
To escort client from DIC to Halfway Hse							
To check site for VCT							
Chair morning meetings							
Chair evening meetings							
Support meetings							
Client assessment							
Training							
Attending seminars/workshop							
Lecturers							
Public Holiday							
Approved Sick Leave By: _____							
Approved Leave, Unpaid By: _____							
Other, Specify _____							
Other, Specify _____							
Total time							