


COMMUNITY NURSING WEEKLY TIMESHEET & KILOMETRE LOG

Name:			Date Shift			
Nurse Type	RN EN PCW/AIN					
Community Organisation:			Start time			
			Meal Break 30 min			
Company Vehicle provided: Yes or No (I am using my own car)			End Shift			
Client Name:	Time of Arrival	Time of Departure	Visit time	Record Odometer reading (only if using your own Vehicle)	Total Km	Comments related to travel/service Client to sign here at the time of visit - (Blue Care Maroochy clients are not to sign for any visits)
				Total KM		
Fax to 1300 761 348 or email to admin@rnsnursing.com.au as soon as possible after your last visit for the week. Work Week starts Monday Morning & ends Sunday Night Duty. Ensure timesheets can be easily read and correct for accurate payment of wages. Shifts MUST be signed off by client at end of each visit where possible. Timesheets must be received <u>BY 12 NOON MONDAY</u> for you to receive your pay each week. <u>NO EXCEPTIONS</u> for late timesheets.						