



Week End: .....

Employee's Name: .....

Southern Cross Division: .....

| Wednesday   |              | Date       |             |             |           |             | Thursday     |            | Date        |             |           |             |              | Friday     |             | Date        |           |             |              |            | Saturday    |             | Date      |  |  |  |  |
|-------------|--------------|------------|-------------|-------------|-----------|-------------|--------------|------------|-------------|-------------|-----------|-------------|--------------|------------|-------------|-------------|-----------|-------------|--------------|------------|-------------|-------------|-----------|--|--|--|--|
| Client name | Service Code | Start Time | Finish Time | Total Hours | Total KMS | Client Name | Service Code | Start Time | Finish Time | Total Hours | Total KMS | Client Name | Service Code | Start Time | Finish Time | Total Hours | Total KMS | Client Name | Service Code | Start Time | Finish Time | Total Hours | Total KMS |  |  |  |  |
|             |              |            |             |             |           |             |              |            |             |             |           |             |              |            |             |             |           |             |              |            |             |             |           |  |  |  |  |
|             |              |            |             |             |           |             |              |            |             |             |           |             |              |            |             |             |           |             |              |            |             |             |           |  |  |  |  |
|             |              |            |             |             |           |             |              |            |             |             |           |             |              |            |             |             |           |             |              |            |             |             |           |  |  |  |  |
|             |              |            |             |             |           |             |              |            |             |             |           |             |              |            |             |             |           |             |              |            |             |             |           |  |  |  |  |
|             |              |            |             |             |           |             |              |            |             |             |           |             |              |            |             |             |           |             |              |            |             |             |           |  |  |  |  |
|             |              |            |             |             |           |             |              |            |             |             |           |             |              |            |             |             |           |             |              |            |             |             |           |  |  |  |  |
|             |              |            |             |             |           |             |              |            |             |             |           |             |              |            |             |             |           |             |              |            |             |             |           |  |  |  |  |

| Wednesday   |              | Date       |             |             |           |             | Thursday     |            | Date        |             |           |             |              | Friday     |             | Date        |           |  |  |  |
|-------------|--------------|------------|-------------|-------------|-----------|-------------|--------------|------------|-------------|-------------|-----------|-------------|--------------|------------|-------------|-------------|-----------|--|--|--|
| Client name | Service Code | Start Time | Finish Time | Total Hours | Total KMS | Client Name | Service Code | Start Time | Finish Time | Total Hours | Total KMS | Client Name | Service Code | Start Time | Finish Time | Total Hours | Total KMS |  |  |  |
|             |              |            |             |             |           |             |              |            |             |             |           |             |              |            |             |             |           |  |  |  |
|             |              |            |             |             |           |             |              |            |             |             |           |             |              |            |             |             |           |  |  |  |
|             |              |            |             |             |           |             |              |            |             |             |           |             |              |            |             |             |           |  |  |  |
|             |              |            |             |             |           |             |              |            |             |             |           |             |              |            |             |             |           |  |  |  |
|             |              |            |             |             |           |             |              |            |             |             |           |             |              |            |             |             |           |  |  |  |
|             |              |            |             |             |           |             |              |            |             |             |           |             |              |            |             |             |           |  |  |  |
|             |              |            |             |             |           |             |              |            |             |             |           |             |              |            |             |             |           |  |  |  |

**Important Information**

Please note clients do NOT need to sign timesheet, deadline for submission for payment is 9pm TUESDAY and needs to be e-mailed to [agedcare.qld@mcARTHUR.com.au](mailto:agedcare.qld@mcARTHUR.com.au)

Please also complete separate timesheets for each division of SCC that you work for. IE Hostels and their clients list as disability, Aged care clients listed as Community. If you work for more than 1 area, please also complete separate timesheets

Service Code  
 PC – Personal Care  
 SS – Social Support  
 DO – Domestic

Employee Signature .....