



Timesheet

Staff Name	Mike Staff
Staff Date of Birth	24-03-2021
Organisation Name	QA Organisation

Staff Email	mikestaff@mailinator.com
Total Support Hours	500

Attended Sessions

Title	Location	Funding body	Support type	Staff Role	Mode of Delivery	Date	Start Time	End Time	Total Break* (Mins)	Total Hours	Amount	Student Confirmation	Students Name	Support Worker Confirmation
Session invite 1	test	ITT Funding Body	QA Support	Test Role	Test mode of delivery	29-03-2021	12:00 am	1:00 am	10.00	2	£30	authorised	Allen Student	authorised
session invite 2	test	ITT Funding Body	QA Support	Test Role	Test mode of delivery finance	30-03-2021	2:00 am	3:00 am	5.00	10	£150	authorised	Allen Student	authorised
Diff ST - session 1	test	QA Funding Body	QA Support	QA Role	Test mode of delivery	31-03-2021	2:00 am	3:00 am	2.00	5	£50	authorised	Allen Student	authorised
Diff ST - session 2	test	QA Funding Body	QA Support	QA Role	New	01-04-2021	2:00 am	7:00 am	4.00	10	£100	authorised	Allen Student	authorised

ACCESS SUPPORT TOUCH POINT

***Breaks** – Support provided more than 8 consecutive hours are expected to include a break. Breaks must be recorded within 15min blocks. ‘Comfort’ breaks taken during shorter sessions do not need to be declared.

Missed or Cancelled Sessions

Title	Reason	Funding body	Support type	Staff Role	Date	Start Time	End Time	Total Hours	Amount	Students Name	Date & Time Informed
No data found											

Only chargeable missed/cancelled sessions should be included in this section. To ensure that we can process the invoice in a timely manner, please state the date and time when you were informed by the student that the session was cancelled along with the reason for cancellation. For non-attendance please enter "NA" into the Date and Time Informed box below.

Total Timesheet Hours :	27
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