

North Tipperary Disability Support Service Ltd.



NTDSS
 2 Cudville, Ashe Road,
 Nenagh, Co. Tipperary
 Tel (Main Office): (067) 34202
 Email: NTDSS3@gmail.com

Personal Assistant:	
Phone Number:	
Service User:	
Week Ending:	

Weekly Time Record

Day	Date	From		To		TH	T	SL	AL	Description of Duties carried out
		a	m	a	m					
Mon		a		a						
		m		m						
		p		p						
Tues		a		a						
		m		m						
		p		p						
Wed		a		a						
		m		m						
		p		p						
Thur		a		a						
		m		m						
		p		p						
Fri		a		a						
		m		m						
		p		p						
Sat		a		a						
		m		m						
		p		p						
Sun		a		a						
		m		m						
		p		p						
Total										

TH = Total Hours. T = Training. SL = Sick Leave. AL = Annual Leave

This form must be completed weekly by the Service User or Personal Assistant. Please give detailed account of Personal Assistant daily duties including all duties carried out by your Personal Assistant and sign below. If you wish to speak to the supervisor please contact the NTDSS office at 067 34202

PA Signature or Email	Date:	Service User Signature	Date:	Supervisor Signature	Date:
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