NDIS support staff roster

Week commencing: _____ Venue / team: _____ Prepared by: _____

Use 24-hour times. Note overnight finishes and unpaid breaks. Confirm availability, coverage and applicable requirements.

Date	Team member	Role / location	Start	Finish	Unpaid min	Paid hours	Notes

Planned shifts are not a complete time-and-wages record. Record and retain actual work and required employment records.
No award-rate, overtime, entitlement or DST calculations. Review hours and breaks before payroll.
Use staff/location codes. Keep participant details and clinical information out of shared rosters; no claims or SCHADS calculation.