

# Time Sheet

No. **G 09663**



Please use a separate time sheet for each client. Write in ballpoint using block capitals.

Branch number 

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 Checked by 

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First name(s) **Code A**  
 Surname **Code A**  
 Payroll number MID1188

Client name GWH  
 Unit/Department   
 Address DR-1AD  
 Post code                       
 Assignment Grade Aux  
 Advantage Healthcare Group Ltd  
 client number                     

Member/Locum signature **Code A**  
 Date 11/10/15

This time sheet must be completed each week.  
 The top, blue and green copies must be sent to the branch by first class post, as soon as your work for the week is completed and in any event no later than Tuesday.  
 Doctors 9.00am  
 Nurses 12.00 noon  
 Failure will result in a delay of payment of fees.

Date	Use 24 hr clock			Actual Hours worked		On Call hours	Client signature
	Start time	Finish time	Break taken	Day	Night		
MON							
BOOKING REFERENCE							
TUE							
BOOKING REFERENCE							
WED							
BOOKING REFERENCE							
THU							
BOOKING REFERENCE							
FRI							
BOOKING REFERENCE							
SAT	<u>11/10/15</u>	<u>20:15</u>			<u>3 3/4</u>		<u>                    </u>
BOOKING REFERENCE	<u>1308320</u>						
SUN	<u>12/10/15</u>	<u>07:45</u>	<u>1</u>		<u>6 3/4</u>		<u>                    </u>
BOOKING REFERENCE							
Total hrs	Multiple	Hours Worked (in words) <u>TEN HOURS THIRTY MINS</u>					
Weekday	<u>10 1/2</u>	Name of authorised signatory <u>                    </u>					
Weekend		Signed <b>Code A</b>					
		Designation <u>                    </u>					
		Dated <u>11/10/15</u>					

I hereby certify that the hours shown are correct and that the work performed was satisfactory and I understand that you will invoice me for this within the next fourteen days. I also confirm my acceptance of the terms and conditions of business, a copy of which I have received.

Pay/charge instructions (Branch use only)