

If You Suspect Any Fraud Please
Contact The NHS Fraud Line on:
08702 400 100

Weekly Timesheet

Please use a separate Timesheet for
each ward worked on



Professionals

1. Ward: Dryad. Unit: Stroke RH Hospital: GWH Trust: Fareham+Cosport Practice:

Week Ending Saturday:

26 / 03 / 05

2. Pay No. Surname: Code A Forenames: Code A

3. ACTUAL HOURS WORKED							8. AUTHORISATION			9. Request Number	
DATE	Start	Finish	4. Unpaid Breaks		5. Hours Worked		6. Grade	7. State F,P or G	Authorised Signature		Print Name
			Hrs	Min	Hrs	Min					
SUN											
MON											
TUE											
WED											
THU											
FRI											
<u>26/3</u> SAT	<u>0730</u>	<u>1330</u>	<u>/</u>	<u>/</u>	<u>6</u>	<u>/</u>	<u>A</u>	<u>G.</u>	<u>Code A</u>	<u>M. OSBORNE</u>	<u>114744</u>

Total Hours: 6

10. Authorising Person confirming Total Hours in words

THIS TIMESHEET SHOULD BE SENT WEEKLY TO: NHS PROFESSIONALS, BERRYWOOD BUSINESS VILLAGE, TOLLBAR WAY, HEDGE END, HANTS, SO30 2UN

11. Comments

I DECLARE THAT THE INFORMATION I HAVE GIVEN ON THIS FORM IS CORRECT AND COMPLETE
I HAVE NOT CLAIMED ELSEWHERE FOR THE HOURS/SHIFTS DETAILED ON THIS TIMESHEET

12. Members Signature

Code A

Data Input Clerks are instructed to return any Timesheets which are not completed and authorised correctly.

WHITE COPY - NHS PROFESSIONALS
YELLOW COPY - WARD/DEPT.
BLUE COPY - NURSE

General Enquiries: 01489 772400
Timesheet Enquiries: 01489 772422
Tax/Pension Enquiries: 02392 894340

PLEASE SEE TIMESHEET COMPLETION NOTES OVERLEAF