

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: Daedalus Unit: \_\_\_\_\_ Hospital: G.W.M.H. Trust: \_\_\_\_\_ Practice: \_\_\_\_\_

Week Ending Saturday:  
3 / 10 / 04

2. Pay No. NEW STARTER Surname: \_\_\_\_\_ Code A Forenames: \_\_\_\_\_ Code A

DATE	3. ACTUAL HOURS WORKED						8. AUTHORISATION			9. Request Number		
	Start	Finish	4. Unpaid Breaks		5. Hours Worked		6. Grade	7. State F,P or G	Authorised Signature		Print Name	Date
			Hrs	Min	Hrs	Min						
SUN	7:30	1:30			6		A		Code A	J. Campbell	3/10/04	775151
MON												
TUE												
WED												
THU												
FRI												
SAT												

Total Hours: 6

10. Authorising Person confirming Total Hours in words Six Hours

**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.