

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: Foreham & Gosport Practice: _____

Week Ending Saturday:
07 / 08 / 04

2. Pay No. 007001 600982 Surname: Code A Forenames: Code A

3. ACTUAL HOURS WORKED								8. AUTHORIZATION				
DATE	Start	Finish	4. Unpaid Breaks		5. Hours Worked		6. Grade	7. State F,P or G	Authorised Signature	Print Name	Date	9. Request Number
			Hrs	Min	Hrs	Min						
<u>1/8/04</u> SUN	<u>7:30</u>	<u>13:30</u>			<u>6</u>		<u>A</u>	<u>G</u>	Code A	<u>Jo Donaldson</u>	<u>1/8/04</u>	<u>574333</u>
<u>2/8/04</u> MON												
<u>3/8/04</u> TUE												
<u>4/8/04</u> WED	<u>7:30</u>	<u>13:30</u>			<u>6</u>		<u>A</u>	<u>G</u>		<u>Jo Donaldson</u>	<u>4/8/04</u>	<u>655321</u>
<u>5/8/04</u> THU	<u>7:30</u>	<u>20:30</u>	<u>3</u>		<u>10</u>		<u>A</u>	<u>G</u>		<u>RACHEL AXTON</u>	<u>5/8/04</u>	<u>655324</u>
<u>7/8/04</u> SAT	<u>13:00</u>	<u>20:30</u>			<u>15</u>	<u>7</u>	<u>15</u>	<u>A</u>		<u>G</u>	<u>NONHLANKA LETLAISA</u>	

Total Hours: 29-15

10. Authorising Person confirming Total Hours in words TWENTY NINE HOURS FIFTEEN MINUTES

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.