

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

Week Ending Saturday:

31 / 7 / 07

1. Ward: Daadeltos Unit: _____ Hospital: GWMH Trust: Forehouse & Gosport Practice: _____

2. Pay No. _____ Surname: Code A Forename: Code A

3. ACTUAL HOURS WORKED								8. AUTHORISATION				
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						
25/7 SUN	7.30	13.00					A	G	<u>Code A</u>	<u>L BARKER</u>	25/7/07	570960
MON												
TUE												
WED												
THU												
FRI												
SAT												

Total Hours: _____

10. Authorising Person confirming Total Hours in words Five and a half 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.