

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: Dardulus Unit: _____ Hospital: Essexport War. M Trust: Foreham + Gosport Practice: _____

Week Ending Saturday:
21 / 07 / 04

2. Pay No. Newstarter Surname: _____ Forenames: _____

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						
25th SUN	20.15	0745	1	0	10	0	A	Code A	P.M. KNIGHT	26/7/04	613743	
MON												
TUE												
WED												
THU												
FRI												
SAT												

Total Hours: TEN HOURS

10. Authorising Person confirming Total Hours in words TEN 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.