

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: Lancashire & Gosport Practice:

2. Pay No. 007001 600892 Surname: Code A Forenames: Code A

Week Ending Saturday:
17 / 07 / 04

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							
<u>11/7/04</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>529746</u>	
	MON													
<u>13/7/04</u>	TUE	<u>13:00</u>	<u>20:30</u>			<u>15</u>	<u>7</u>	<u>15</u>	<u>A</u>		<u>G</u>	<u>RACHEL ASHTON</u>		<u>529747</u>
<u>14/7/04</u>	WED	<u>7:30</u>	<u>13:30</u>			<u>6</u>		<u>A</u>	<u>G</u>		<u>RACHEL ASHTON</u>		<u>529748</u>	
<u>15/7/04</u>	THU	<u>7:30</u>	<u>20:30</u>	<u>3</u>		<u>10</u>		<u>A</u>	<u>G</u>		<u>PATRICIA KNIGHT</u>		<u>529956</u>	
<u>16/7/04</u>	FRI	<u>7:30</u>	<u>20:30</u>	<u>3</u>		<u>10</u>		<u>A</u>	<u>G</u>		<u>Jo Donaldson</u>	<u>16/7/4</u>	<u>529957</u>	
<u>17/7/04</u>	SAT	<u>7:30</u>	<u>13:30</u>			<u>6</u>		<u>A</u>	<u>G</u>		<u>J. GARLAND</u>	<u>17-7-04</u>	<u>529959</u>	

Total Hours: 45.15

10. Authorising Person confirming Total Hours in words Forty five hours & fifteen min.

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: _____

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