

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: DaePalus Unit: _____ Hospital: G W M H Trust: Fareham Gosport Practice: _____

2. Pay No. 007001 600982 Surname: _____ Forenames: _____

Week Ending Saturday:
03 / 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>27/6/04</u>	<u>SUN</u>	<u>13:00</u>	<u>20:30</u>		<u>15</u>	<u>7</u>	<u>15</u>	<u>A</u>	<u>G</u>	Code A	<u>RACHAEL ASHTON</u>	<u>27/6/04</u>	<u>514331</u>
<u>28/6/04</u>	<u>MON</u>	<u>7:30</u>	<u>13:30</u>		<u>6</u>		<u>A</u>	<u>G</u>	<u>RACHAEL ASHTON</u>		<u>28/6/04</u>	<u>559238</u>	
<u>29/6/04</u>	<u>TUE</u>	<u>7:30</u>	<u>13:30</u>		<u>6</u>		<u>A</u>	<u>G</u>	<u>Rowena Villar</u>		<u>29/6/04</u>	<u>559975</u>	
<u>30/6/04</u>	<u>WED</u>	<u>13:00</u>	<u>20:30</u>		<u>15</u>	<u>7</u>	<u>15</u>	<u>A</u>	<u>G</u>		<u>Rowena Villar</u>	<u>30/6/04</u>	<u>559988</u>
	<u>THU</u>												
<u>2/7/04</u>	<u>FRI</u>	<u>13:00</u>	<u>20:30</u>		<u>15</u>	<u>7</u>	<u>15</u>	<u>A</u>	<u>G</u>				
<u>3/7/04</u>	<u>SAT</u>	<u>7:30</u>	<u>13:30</u>		<u>6</u>		<u>A</u>	<u>G</u>			<u>NONHLANHLA LETLATSIA</u>	<u>02/07/04</u>	<u>560022</u>

Total Hours: 39:45

10. Authorising Person confirming Total Hours in words THIRTY NINE HOURS AND FORTY FIVE MINUTES

Code A

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 Clerk: _____
Please return any Timesheets which are not completed and authorised correctly.

WHITE COPY - NHS PROFESSIONALS
YELLOW COPY - WARD/DEPT.
BLUE COPY - NURSE

General Enquiries: 01489 772422
Tax/Pension Enquiries: 02392 894340

PLEASE SEE TIMESHEET COMPLETION NOTES OVERLEAF