

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: 11 gms 9 Hospital: G/W M H Trust: facehant & gersort Practice:

Week Ending Saturday:
19 / 06 / 04

2. Pay No. 003001 600982 Surname: Code A Forenames: 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						
	SUN											
<u>14/6/04</u>	<u>MON</u>	<u>7:30</u>	<u>12:30</u>		<u>5</u>		<u>A</u>	<u>G</u>	<u>S. GARDNER</u>	<u>S. GARDNER</u>	<u>14/6/04</u>	<u>522966</u>
<u>15/6/04</u>	<u>TUE</u>	<u>7:30</u>	<u>13:30</u>		<u>6</u>		<u>A</u>	<u>G</u>	<u>R. ASHTON</u>	<u>R. ASHTON</u>	<u>15/6/04</u>	<u>546031</u>
	<u>WED</u>											
	<u>THU</u>											
<u>18/6/04</u>	<u>FRI</u>	<u>8:50</u>	<u>13:30</u>		<u>4</u>	<u>40</u>	<u>A</u>	<u>G</u>	<u>R. ASHTON</u>	<u>R. ASHTON</u>	<u>18/6/04</u>	<u>536419</u>
<u>19/6/04</u>	<u>SAT</u>	<u>7:30</u>	<u>12:30</u>		<u>5</u>		<u>A</u>	<u>G</u>	<u>R. ASHTON</u>	<u>R. ASHTON</u>	<u>19/6/04</u>	<u>536439</u>

Code A

Total Hours: 20:40

10. Authorising Person confirming Total Hours in words TWENTY HOURS AND FORTY MINUTES

Code A

THIS TIMESHEET SHOULD BE SENT WEEKLY TO: NHS PROFESSIONALS, BERRYWOOD BUSINESS VILLAGE, TOLLBAR WAY, HEATHFIELD, EAST SUSSEX, BN20 9JN

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.

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