

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: Dee Dalus Unit: 8 Hospital: G.W.M.H Trust: Foreham & Gosport Practice:

Week Ending Saturday:

05 / 06 / 04

2. Pay No. 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							
<u>30/5/04</u>	<u>SUN</u>	<u>07:30</u>	<u>13:30</u>			<u>6</u>	<u>-</u>	<u>2</u>	<u>G</u>	<u>Code A</u>	<u>J. GARLAND</u>	<u>30.5.04</u>	<u>520688</u>
	<u>MON</u>												
	<u>TUE</u>												
	<u>WED</u>												
	<u>THU</u>												
	<u>FRI</u>												
<u>5/6/04</u>	<u>SAT</u>	<u>07:30</u>	<u>13:30</u>			<u>6</u>	<u>-</u>	<u>2</u>	<u>G</u>	<u>Code A</u>	<u>RAEHEL ASHTON</u>	<u>5/6/04</u>	<u>520691</u>

Total Hours: 12

10. Authorising Person confirming Total Hours in words TWELVE HOURS

Code A

THIS TIMESHEET SHOULD BE SENT WEEKLY TO: NHS PROFESSIONALS, BERRYWOOD BUSINESS VILLAGE, TOLLBAR WAY, HEDDLE

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.