

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: OaeDulus Unit: _____ Hospital: G.W.M.H Trust: Faversham & Gosport Practice: _____

Week Ending Saturday:
29 / 05 / 04

2. Pay No. NEW Starter 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>24/5/04</u>	MON	<u>07:30 am</u>			<u>6</u>	<u>-</u>	<u>A2</u>	<u>G</u>	<h1>Code A</h1>	<u>Jo Donaldson</u>	<u>24/5/04</u>	<u>509383</u>
<u>25/5/04</u>	TUE	<u>15:30</u>			<u>5</u>	<u>-</u>	<u>A2</u>	<u>G</u>		<u>M. G. Baker</u>	<u>25/5/04</u>	<u>509384</u>
<u>26/5/04</u>	WED	<u>07:30</u>			<u>5</u>	<u>-</u>	<u>A2</u>	<u>G</u>		<u>Jo Donaldson</u>	<u>26-5-4</u>	<u>509385</u>
<u>27/5/04</u>	THU	<u>13:00</u>	<u>-</u>	<u>15</u>	<u>7</u>	<u>15</u>	<u>2</u>	<u>G</u>		<u>N. Letlatsa</u>	<u>27/5/04</u>	<u>509386</u>
<u>28/5/04</u>	FRI	<u>07:30</u>			<u>6</u>	<u>-</u>	<u>2</u>	<u>G</u>		<u>N. Letlatsa</u>	<u>28/5/04</u>	<u>509387</u>
<u>29/5/04</u>	SAT	<u>07:30</u>			<u>6</u>	<u>-</u>	<u>2</u>	<u>G</u>		<u>J. Garwood</u>	<u>29.5/04</u>	<u>509389</u>

Total Hours: 35 - 15 mins

10. Authorising Person confirming Total Hours in words _____

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.

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