

# Timesheet

Please ensure that your timesheet is correctly signed by your supervising officer or consultant prior to uploading it onto your online account. Incorrectly submitted timesheets will be rejected and your payment will be delayed.

Client Name	<input type="text"/>		
Name	<input type="text"/>	<b>Payment Preference</b>	
Dept./Speciality	<input type="text"/>	<input type="checkbox"/> <b>Ltd. Co.</b> Vat registered? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Booking Ref.	<input type="text"/>	Timesheet Ref.	<input type="text"/>
			<input type="checkbox"/> <b>Payroll</b> PPS No. <input type="text"/>

Day	Date	Start	Finish	Breaks	Please tick		Hours Worked On-Site	Hours Worked Off-Site
					On site	Off Site		
					<input type="checkbox"/>	<input type="checkbox"/>		
					<input type="checkbox"/>	<input type="checkbox"/>		
					<input type="checkbox"/>	<input type="checkbox"/>		
					<input type="checkbox"/>	<input type="checkbox"/>		
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					<input type="checkbox"/>	<input type="checkbox"/>		
					<input type="checkbox"/>	<input type="checkbox"/>		
					<input type="checkbox"/>	<input type="checkbox"/>		

<b>Additional Information</b> <input type="text"/>	<b>Total Hrs</b>	<input type="text"/>
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The signatures below are to confirm that the above hours were worked

**CLIENT SIGNATURE**

**ALL FIELDS MUST BE COMPLETED**

Authoriser's Signature:	<input style="width: 80%;" type="text"/>
Name in Block Caps:	<input style="width: 80%;" type="text"/>
Position:	<input style="width: 80%;" type="text"/>
Email Address:	<input style="width: 80%;" type="text"/>
Date:	<input style="width: 80%;" type="text" value=" / /"/>

If the client's timesheet authoriser is unavailable to sign off your hours, please have either the on-site nurse manager or your supervising Consultant / Senior Registrar sign it

**TO BE COMPLETED BY AGENCY WORKER**

Signature

Date:

Please note payment cannot be issued unless the client fully completes this timesheet.

**How to submit your timesheet**

Submit your hours worked using your online account (App / PC) and attach a photo of your signed timesheet.

Please be sure that the hours you submit online exactly match those that are signed off by the client or else your timesheet will be rejected