



TIMESHEET

PLEASE ENSURE THAT ALL SECTIONS ARE CORRECTLY FILLED BEFORE SIGNING

Staff Name:	Client Name:
Week Commencing:	Address:

DAY	DATE	START TIME	FINISH TIME	BREAK	HOURS DAY	HOURS NIGHT	Ward/ Dept	Grade	Clients Initial	Nurses Signature
SUN										
MON										
TUE										
WED										
THUR										
FRI										
SAT										
TOTAL HOURS EXCLUDE BREAKS										

I confirm that the information of hours is correct and agreed for payment

TOTAL HOURS (In Words)	
AUTHORISED SIGNATURE:	NAME: (Please print)
POSITION HELD:	DATE:

Staff in charge Full Name:

Staff in charge Signature:

Date:

I am the authorised signatory for my ward, department/ Nursing home/ Residential Home. I am signing to confirm that the job profile, title and band of agency worker and the hours that I am authorising are accurate and I approve payment. I understand that if I knowingly provides false information this may result in legal action and I may be liable for prosecution and civil recovery proceedings.

Name of Worker: (print) **Signature of worker:**

Date:

I declare the information is correct and if I knowingly provide false information I may be prosecuted for fraud and civil recovery proceedings.

No Signed Time Sheet no pay.

Head Office

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