

How to correctly complete a timesheet



- 1 Complete the top section of your timesheet with all the relevant information.
- 2 Ensure you have written the correct date associated with the day of your shift.
- 3 Start and end time should be written in 24hr format, in increments of 15mins.
- 4 Indicate the number of mins/hours you have taken for your break.
- 5 Total hours worked is the number of hours worked minus your break.
- 6 Indicate the Ward you have worked.
- 7 Indicate the booking reference number or purchase order number.
- 8 Complete the section.
- 9 Your timesheets will need to be authorised once completed. Please ensure the relevant member of staff complete all fields in this section

When sending a timesheet, please ensure the following:

- a) All handwritten information must be clear and visible.
- b) All sections need to be completed.
- c) All timesheets must be sent within 30 days of the shift.

Timesheet & Assessment

Urgent Staffing, Sterling House, 55 Langston Road, Loughton, Essex, IG10 3TS
Tel: 02032255577 Fax: 02031919324 Email: Timesheets@urgentstaffing.co.uk

1 Candidate Name Week Ending.....

Reference Number

Candidate Signature Trust/Organisation Name

I declare the information provided is correct and complete. I understand if I provide false information this may result in disciplinary action and I may be liable to prosecution. I consent to the disclosure of information from this form to and by the authority, other public body and private entities who have similar requirement and the Counter Fraud Services for the purpose of verification of this claim and investigation, prevention, detection and prosecution of fraud.

	2 Date	Start Time	3 Finish	Break	Hours	Ward/Dept	6 Booking Ref Number	7 Authorised by
Mon								
Tue								
Wed								
Thurs								
Fri								
Sat								
Sun								

Additional Information: On call Hours:

Induction and Orientation Training: Please circle to confirm whether you received an induction on day 1 of assignment
Yes / No

Did it include fire training? Yes/No

Total Hours Worked 5

Please tick as appropriate, providing additional comments in support of the statement made

	Unable to comment	Poor	Satisfactory	Good	Very Good	Excellent
8 Clinical Skills Demonstrated						
Supervisory Skills (if applicable)						
Timekeeping & Management						
Records Management						
Reliability						
Communication skills						
Sickness/absence record						
Relationships with patients & other workers and the public						
Additional Comments						

Authorisers Name..... Ward/Department.....

Authorised Signature..... Position..... Date.....

9 **Timesheets must be received by 10am on a Monday to be processed that week. Please send to Timesheets@urgentstaffing.co.uk or fax to 02031919324**

In signing the above, I the client, have read and accept the terms and conditions which I have received.
Approval of this timesheet is our authority to invoice for the engagement.

I am the authorised signatory for my ward/dept/NHS/Private sector body. I am signing to confirm that the Job Profile Title and Band of Worker and the hours/shifts that I am authorising are accurate and I approve of the payment. I understand that if I knowingly provide false information this may result in disciplinary action and I may be liable to prosecution and civil recovery proceedings. I consent to the disclosure of information from

All amendments made will need to be countersigned by the authoriser at each amendment.

Please note: All timesheets must be sent by 11:00am Tuesday in order to be paid that week. Timesheets should be sent to timesheets@urgentstaffing.co.uk