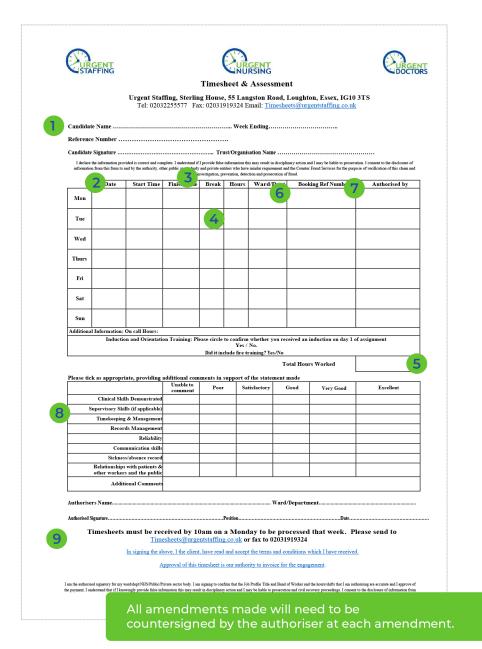
## How to correctly complete a timesheet

- 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.
- Start and end time should be written in 24hr format, in increments of 15mins.
- Indicate the number of mins/hours you have taken for your break.
- 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.
- 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.





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