



Email Timesheet to: payroll@nothingbutrecruitment.co.uk

Timesheet Deadline: 10am Monday for the previous weeks work. If your timesheet is submitted late it may result in a delay of payment.

Candidate Name:		Client Name and location:	
Week Ending:			

Day of the week	Date e.g 20/03/2022	Ward	Normal Hours				Used for split shifts only				Client Approval Initials
			Start time	Break Length	Finish time	Total hours	Start time	Break	Finish time	Total hours	
Monday											
Tuesday											
Wednesday											
Thursday											
Friday											
Saturday											
Sunday											
Total hours minus breaks							Total hours minus breaks				

<p>CANDIDATE TO COMPLETE</p> <p>I confirm the hours on this form are correct and I have not claimed these hours elsewhere. I am aware that providing incorrect information may result in becoming liable to prosecution and civil recovery proceedings. I can also confirm that I have had suitable orientation (induction, training) at the start of each shift.</p>	<p>Signature:</p> <p>Date Signed:</p>
<p>TIMESHEET APPROVER TO COMPLETE</p> <p>I can confirm I am an authorised signatory for my ward/department/unit/hospital. The hours/worker type on this timesheet are correct, accurate and I approve payment. I am aware/understand that providing false information may make myself liable to prosecution and or civil recovery proceedings.</p>	<p>Signature: Name:</p> <p>Date Signed: Position:</p>