

# Nursing Timesheet & Assessment



Submit Timesheet to: [payroll@nothingbutrecruitment.co.uk](mailto: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.

<b>Candidate Name</b>	<b>Candidate Band</b>	<b>Candidate Number</b>
<b>Candidate Signature</b>	<b>Week Ending</b>	<b>Trust/Organisation</b>

I declare that the information I have given on this form is correct and complete and that I have not claimed elsewhere for the hours/shifts detailed on this timesheet. 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 this form to and by the Authority, other Public Sector body and Private entities who have a similar requirement and the Counter Fraud Services (or other similar organisation which operates in the same capacity for any other Public Sector organisation) for the purpose of verification of this claim and the investigation, prevention, detection and prosecution of fraud.

## Nursing Timesheet

	Date	Start Time	Finish time	Break Minutes	Total Hours	Ward/Dept	Booking ref	Authorised by	
Mon									
Tues									
Wed									
Thurs									
Fri									
Sat									
Sun									
	Additional info:						<b>Total hours worked</b>		

## Assessment

Please Tick as appropriate	Unable to comment	Poor	Satisfactory	Good	Very Good	Excellent
Timekeeping & Management						
Communication Skills						
Records Management						
Clinical Skill Demonstrated						
Relationships with patients, other workers, and the public						
Reliability						
Sickness/Absence Record						
Supervisory Skills (if applicable)						

<b>Authorisers Signature</b>	<b>Authorisers PRINT NAME</b>	<b>Date Signed</b>
<b>Position</b>	<b>Ward/Department</b>	

I am an authorised signatory for my ward/department/NHS/Public Sector body/Private Sector body. I am signing to confirm that the Job Profile Title and Band/Grade of Temporary Workers and the hours/shift that I am authorising are accurate and I approve 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 this form to and by the NHS other Public Sector body and Private entities with similar requirements and the Counter Fraud Service (or other similar organisation which operates in the same capacity for any other Public Sector organisation) in England for the purpose of verification of this claim and the investigation, prevention, detection and prosecution of fraud.

## Timesheet will be rejected if:

- The document lacks a signature or is incomplete.
- A reference number is missing where it is required.
- The total hours and breaks on your timesheet do not reconcile.
- An inappropriate timesheet has been utilized for the location where you worked.
- The timesheet does not specify the correct ward (please indicate if you worked in a different ward than initially booked).
- The document is either unclear for reading purposes or has not been scanned in PDF/JPEG format.
- If you worked at multiple wards, please ensure you fill out separate/another timesheet.