



Email 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.**

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><b>CANDIDATE TO COMPLETE</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.</p>	Signature:	
	Date Signed:	
<p><b>TIMESHEET APPROVER TO COMPLETE</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.</p>	Signature:	Full Name:
	Date Signed:	Position:

Any questionable timesheet must be immediately brought to the attention of the Local Counter Fraud Specialist