

FOR COMPLETION BY BANK MEMBER

Please complete in black ink using block capitals and use one timesheet for each working week

Surname:

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Forename(s): _____

Timesheets must be signed off by the authorised person in charge of the ward/dept. Known authorisation of false information may result in disciplinary action.

Grade / Band :

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Payroll number :

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Day	Shift Date	Hospital/Location	Ward/Department	Booking Reference	Shift Start Time (24 hrs)	Shift End Time (24 hrs)	Less unpaid break time (hrs:min)	Total hrs worked (hrs:min)	Authoriser/Person in charge (print name/signature)
Monday									
Tuesday									
Wednesday									
Thursday									
Friday									
Saturday									
Sunday									

IMPORTANT INFORMATION: Timesheets received with missing information will be returned e.g. Name, Payroll Number, Wrong Payroll Number, Shift Details, Person in Charge Signature, Name Printed of Person in Charge, Bank Staff Signature

Bank Member Signature

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Date

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

For Office Use Only

Total Basic Hrs	<table border="1" style="width: 100%; height: 20px;"></table>	ND	<table border="1" style="width: 100%; height: 20px;"></table>	Overtime (mon-sat)	<table border="1" style="width: 100%; height: 20px;"></table>	+
Unsocial Hrs	<table border="1" style="width: 100%; height: 20px;"></table>	ND (sat)	<table border="1" style="width: 100%; height: 20px;"></table>	Overtime (sun)	<table border="1" style="width: 100%; height: 20px;"></table>	
Sat Hrs	<table border="1" style="width: 100%; height: 20px;"></table>	ND (sun)	<table border="1" style="width: 100%; height: 20px;"></table>	Overtime (ph)	<table border="1" style="width: 100%; height: 20px;"></table>	
Sun Hrs	<table border="1" style="width: 100%; height: 20px;"></table>					
PH Hrs	<table border="1" style="width: 100%; height: 20px;"></table>					

Send to: NHSL Staff Bank, 14 Beckford Street, Hamilton, ML3 0TA. Timesheets must be received by MONDAY of each week or placed into BankAide postbox on each site by 7a.m. on this day.