



## TIMESHEET

PLEASE ENSURE THAT ALL SECTIONS ARE CORRECTLY FILLED BEFORE SIGNING

<b>Staff Name:</b>	<b>Client Name:</b>
<b>Week Commencing:</b>	<b>Address:</b>

DAY	DATE	START TIME	FINISH TIME	BREAK	HOURS DAY	HOURS NIGHT	Ward/ Dept	Grade	Clients Initial	Nurses Signature
SUN										
MON										
TUE										
WED										
THUR										
FRI										
SAT										
<b>TOTAL HOURS EXCLUDE BREAKS</b>										

I confirm that the information of hours is correct and agreed for payment

<b>TOTAL HOURS (In Words)</b>	
<b>AUTHORISED SIGNATURE:</b>	<b>NAME: (Please print)</b>
<b>POSITION HELD:</b>	<b>DATE:</b>

**Staff in charge Full Name:**

**Staff in charge Signature:**

**Date:**

I am authorised signatory for my ward, department/ Nursing home/ Residential Home. I am signing to confirm that the job profile, title and band of agency worker and the hours that I am authorising are accurate and I approve payment. I understand that if I knowingly provides false information this may result in legal action and I may be liable for prosecution and civil recovery proceedings.

**Name of Worker:** (print)

**Signature of worker:**

**Date:**

I declare the information is correct and if I knowingly provide false information I may be prosecuted for fraud and civil recovery proceedings.

**No Signed Time Sheet no pay.**

**Head Office**

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