

Timesheet

Please email back to payroll@jobconsultancy.co.uk

Name:	
Department:	
Place of work:	
Week ending:	Manager on shift:

Hours					Total Hours			
Day	Date	Start Time	End Time	Break	Early @£	Late @£	Night @£	BH @£

Workers Declaration

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 persecution 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.)

Sign name:	
Print name:	Date:

Authorised Signatory

I am an authorized 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 Authority, other Public Sector body and private entities who have a similar requirement and the Counter Fraud Services(or to 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.)

Sign name:		Print name:	
Position:	Contact:	Date:	

Feedback

Please circle yes or no..		Clean and smart uniform?	YES / NO
ID Badge Present?	YES / NO	On time?	YES / NO
Professional?	YES / NO	Med keys returned?	YES / NO
Induction/orientation completed?	YES / NO	Would you use their help again?	YES / NO