

Timesheet Completion - Best Practice

Bank members should have their timesheet with them for all worked shifts to be signed by an authorised signatory for the Ward or Department.

The authorised signatory should sign to confirm the hours worked by the bank member at the **end** of each shift. It is the Bank workers responsibility to get their timesheet signed by the correct authorised signatory. Any timesheet that is incorrectly completed, will be returned to you and there will be a delay in payment. All entries must be made in black ink and no correction fluid must be used on the timesheet. Any corrections or alterations must be initialled by the authorised signatory.

Before the timesheet is submitted for payment any uncompleted boxes must be crossed through.

Faxed and photocopied timesheets will not be accepted by the Staff Bank.

Completed timesheets should be retained by Temporary Staffing Bank for two years. If the timesheet has been scanned the original does not need to be stored.

Under Article 4 of the European Working Time Directive - Where the working day is longer than 6 hours, every worker is entitled to a rest break and the total break time should be deducted from the total time and recorded in in the “Break Time” column for each shift submitted for payment. If this information is not provided then the minimum allowance will automatically be deducted.

Any timesheet which is incomplete or illegible will result in the form being returned to you and a delay in payment.

For completion by the Temporary Staffing Bank Only.

Date Processed		Signature	
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