

TIMESHEET GUIDE

Timesheets should be sent in a readable format with all sections completed in order to be paid on time.

Below all fields that are indicated should be completed;

No Correction fluid should be used on this timesheet

firstpoint HEALTHCARE
Timesheet No. **FP 092317**

Workers Name (print) _____
Name: [FULL NAME]
Employee No: _____
Hospital/Organisation: [HOSPITAL/TRUST]
Job Title/Specialisation: _____
Grade/Band: [BAND]
Ward/Department: [WARD]

Client Details (complete name and address) _____

Any incomplete or illegible timesheets will result in the form being returned to the agency worker and delay in payment

Please use 24-hour clock and enter reference numbers

Day	Date	Start Time	Finish Time	No Of Hours	Break Start Time	Break Finish Time	Hours Worked	Reference Number	Client Signature	Start Time	Finish Time	Actual Hours Worked	Total Time
MON													
TUE													
WED	DD/MM/YY	HH:MM	HH:MM	HH:MM	HH:MM	HH:MM	HH:MM	[REFERENCE]					
THU													
FRI													
SAT													
SUN													

ON-CALL / SLEEPIN

Total hours worked: [HH:MM]

Total number of hours worked (written in words): _____

Workers declaration and confirmation of hours
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 termination of assignment 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 body and the NHS CFMS for the purpose of verification of this claim and the investigation, prevention, detection and prosecution of fraud. Also, by signing this timesheet I can confirm that I am in good health and fit to practice.

PRINT NAME: [YOUR NAME] SIGNED: [YOUR SIGNATURE] DATE: DD/MM/YY

Client declaration, approval of hours and payment
I am an authorised signatory for my ward/department/NHS body. I am signing to confirm that the Job Profile Title and Band of Nurse 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 body and the NHS CFMS in England for the purpose of verification of this claim and the investigation, prevention, detection and prosecution of fraud.

PRINT NAME: _____ SIGNED: _____ DATE: _____ POSITION HELD: _____

Company address: 41 Whitcomb Street, London, WC2H 7DT
NHS - V2

- If you are not given any reference number leave the field blank
 - You must sign and date after the shift, not before.
 - Clients must print, sign in order for payment. If you are unable to, please contact your consultant
- *Please note all fields as shown above must be completed in order to process payment. Failure to do so will result in delays.*

Sending Timesheets

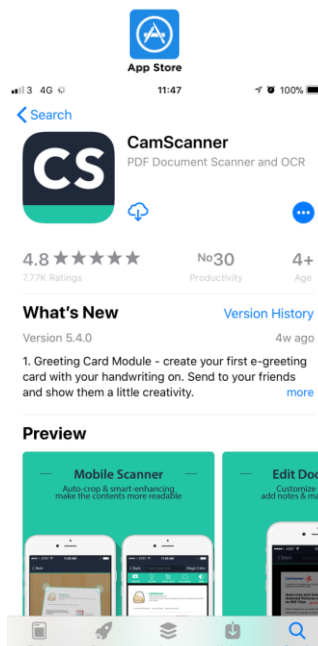
In order to send a clear timesheet via email the following steps will help you;

1. Download CamScanner on your device. See below for different Android and Apple

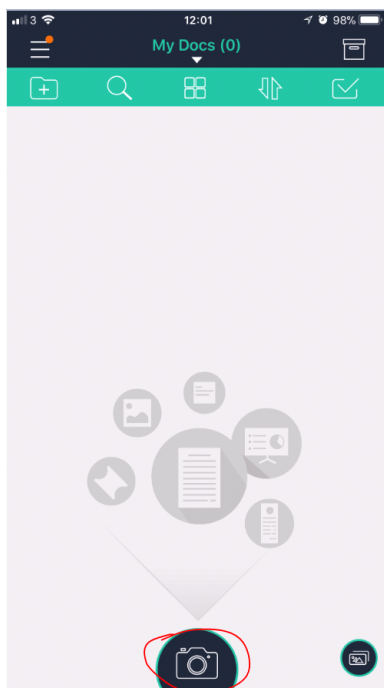
Google Play for Android Users



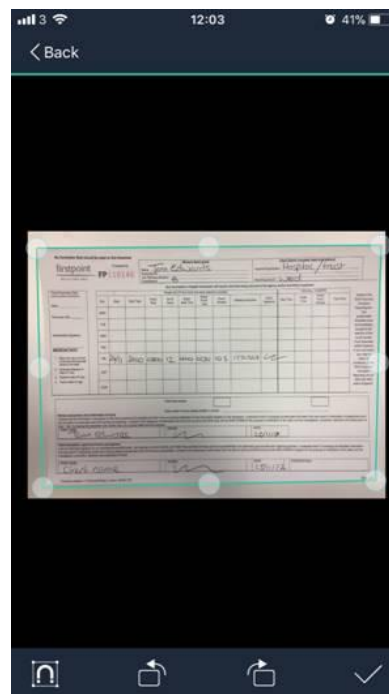
App Store for Apple Users



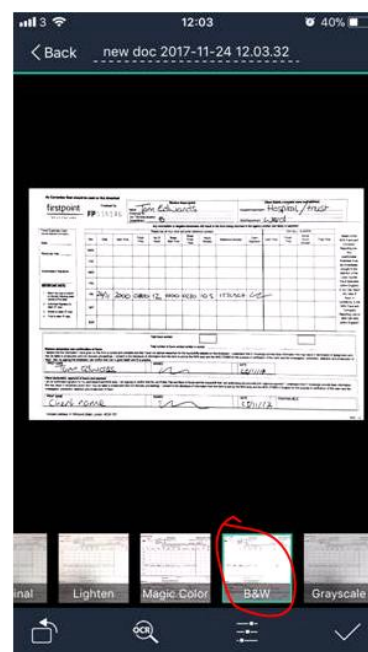
2. Once your application is installed, open the application click on the button circled in red



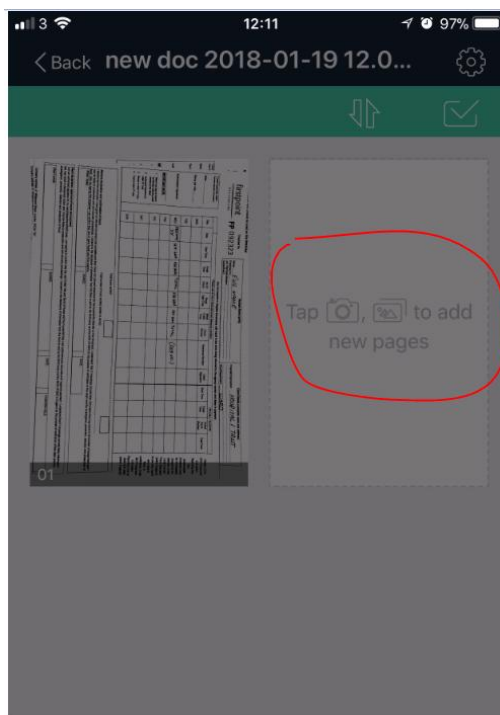
3. Place your timesheet on flat surface with enough light. Ensure all parts of the timesheet fits within the frame.



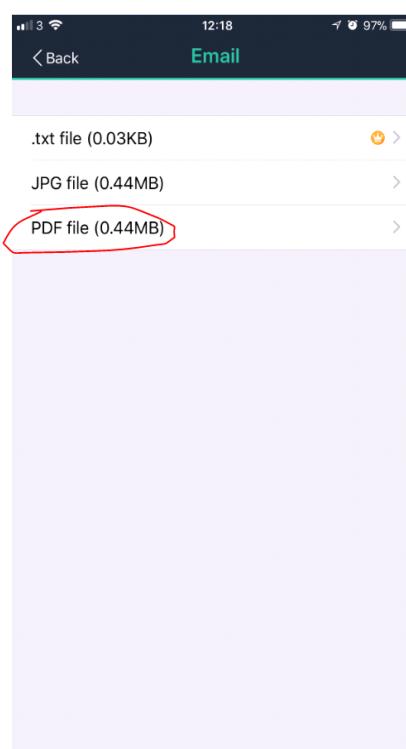
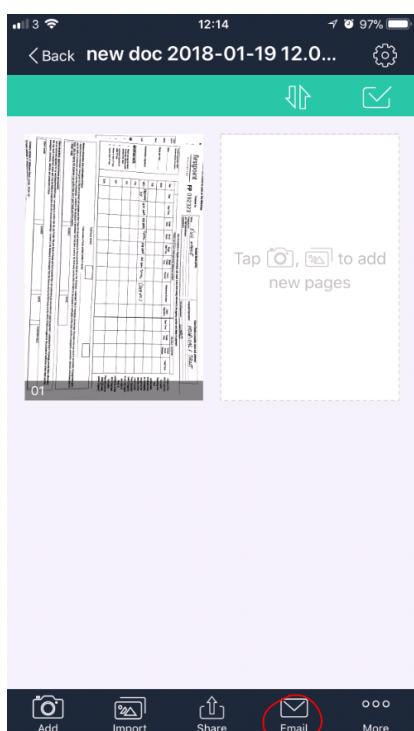
4. Once the photo has been taken, you will have different options as to how you would like to present the timesheet. The one you will need to choose is B+W.



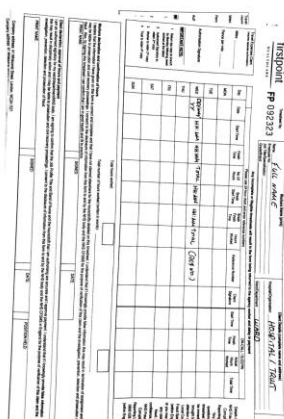
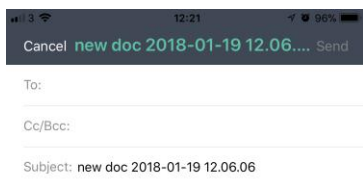
5. Once you're happy with the timesheet, click the tick which will take you the screen below. If you have more than one timesheet and wish to send it together, please click on the plus sign to add more. If you have only one, move onto the next step.



6. To send a timesheet click on "email" - this will give you the option of choosing the size. Send it as "PDF File"



7. You will need to enter the email address. See below for the list of your branch



Birmingham	tsbirm@firstpointhealthcare.com
London	tslon@firstpointhealthcare.com
Manchester	tsmanc@firstpointhealthcare.com
Sheffield/Yorkshire	tsyorks@firstpointhealthcare.com

Try avoiding

Cropped timesheet



Blurry images



Timesheet should appear as

