



Vivid Healthcare

TIME SHEET PROCESSING OFFICE ADDRESS

Vivid Healthcare, St Clements House, 27-28 Clements Lane, City of London, EC4N 7AE

TIME SHEET

Personal information (Please complete in **BLOCK CAPITALS** and black ink; NO PHOTOS)

First Name: Surname:

Job Title: BAND:

Hospital/ Trust: Ward/ Dept (Cost Code):

Day:	Date: DD/MM/YY	Start Time:	Breaks taken (min/hr):	Finish Time:	Total Hours:	Booking Ref. No.	Ward/ Dept (Cost Code/ PO Number):	Approved signature:
MONDAY								
TUESDAY								
WEDNESDAY								
THURSDAY								
FRIDAY								
SATURDAY								
SUNDAY								

Total Hours in Figures:	Total Hours in Words:
-------------------------	-----------------------

Notes: (1) To ensure payment, this timesheet must be received by 12pm every Monday.

I declare that the information provided is correct and complete and I have not claimed elsewhere for the hours and/or shifts detailed on this timesheet. I am aware that if I have knowingly provided false information this may result in disciplinary action and may be liable to prosecution and civil recovery proceedings.

Agency Worker	<input type="text"/>	Position	<input type="text"/>
Agency Workers Signature	<input type="text"/>	Date	<input type="text"/>

I certify that the total number of hours has been satisfactorily worked and the correct breaks have been deducted.

I confirm that payment will be made according to your terms and conditions of business which I have received from you and accept as the basis of this transaction.

Client Name	<input type="text"/>	Position	<input type="text"/>
Client Signature	<input type="text"/>	Date	<input type="text"/>

Details of the NHS Fraud and Corruption Reporting Line: Any questionable timesheet must be immediately brought to the attention of the Local Counter Fraud Specialist (within England) or you may report any case of fraud, in confidence, to the NHS Fraud and Corruption Reporting Line at 0800 028 4060 (within England) or 0800 015 1628 (within Scotland).

Please email all timesheets to timesheets@vivid-healthcare.co.uk