



# EMERGENCYPERSONNEL

Placing People First





## Emergency Personnel Staff Timesheet

Please make **THREE** copies of this document  
 1<sup>st</sup> copy send **ONE** to Emergency Personnel  
 2<sup>nd</sup> copy leave with Client  
 3<sup>rd</sup> copy keep for your own record

Please E-mail or fax your timesheet before **Monday 12 pm**  
 Email: [timesheets@emergencypersonnel.co.uk](mailto:timesheets@emergencypersonnel.co.uk)  
 Post: Emergency Personnel, Exchange Tower, 1 Harbour Exchange Square, E14 9GE  
 Tel: 0207 407 6620  
 Fax: 0207 990 9454

Section 1: Please write clearly and in block capitals YOUR FIRST NAME, SURNAME and CLIENT (one letter per square)													
First Name													
Surname													
Client Name													

Section 2: Please complete what hours you have worked using 24hr including any breaks. If no breaks please write NB. IT IS MANDATORY TO ASK A SENIOR MEMBER TO COMPLETE SECTIONS WITH *													
Day	Date	Start Time	Total Break	Finish	Total Hours (Excl. Breaks)	Grade (e.g. HCA / RN / Speciality)	Unit/Room worked on (if any)	*SENIOR MEMBER OF STAFF NAME*	*INDUCTION COMPLETED FOR 1 <sup>ST</sup> ASSIGNMENT* (Please Tick)	*RATING CANDIDATES PERFORMANCE (1 – LOWEST & – HIGHEST) *	*WOULD YOU ALLOW THIS PERSON TO COME BACK (YES OR NO)	*SENIOR MEMBER SIGNATURE*	Ref No.
Mon													
Tues													
Wed													
Thur													
Fri													
Sat													
Sun													
<b>Total Hours minus breaks:</b>						<b>Additional client comments:</b>							

Section 3: Please ensure you timesheet is fully completed and sent to payroll before Tuesday at 12pm to secure payment for Friday of the same week, failure to do so will affect you being paid on time			
<p><b>CANDIDATE:</b>            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 prosecution and civil recovery proceeding. I consent to this disclosure of information from this form to and by any Emergency Personnel authorised body for the purpose of verification of this claim and the investigation, prevention, detection, and prosecution of fraud.</p>		<p><b>Candidate Name</b></p>	
		<p><b>Candidate Signature</b></p>	
<p><b>AUTHORISED: (senior member of staff only)</b>            I am an authorised signatory of the above named client. I am signing to confirm that the Job Profile Title and Band of Agency Worker 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 the information from this form to and by any Emergency Personnel authorised body for the purpose of verification of this claim and the investigation, prevention, detection, and prosecution of fraud. I understand and agree to Emergency personnel current terms of business. A standard inductor fee will be charged if the Healthcare Assistant/Registered Nurse is taken on full time or engaged through a different agency.</p>		<p><b>Date:</b></p>	
<p><b>SCORING MEASURES</b></p>		   	
1 – POOR	2 – SATISFACTORY	3 – GOOD	4 – EXCELLENT