Team24
healthcare recruitment

TIMESHEET

The original of this timesheet must be posted to Team24

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FOR INTERNAL USE ONLY

TIMESHEET:

SECTION 1: POST ON COMPLETION TO TEAM24

YOUR NAME

CLIENT NAME

SECTION 2: TIMESHEET

	DATE	ORDINARY TIME (Hrs/Mins)			ON CALL (Hrs/Mins)			WARD/UNIT	BOOKING REF.
		START	BREAK	FINISH	START	BREAK	FINISH		
MONDAY	/ /								
TUESDAY	/ /								
WEDNESDAY	/ /								
THURSDAY	/ /								
FRIDAY	/ /								
SATURDAY	/ /								
SUNDAY	/ /								

AGREED EXPENSES : (Please attach a receipt for all expenses)

SECTION 3: AUTHORISATION

I authorise this timesheet and understand and agree to the client Terms of Business of Team24. A standard introductory fee will be charged if the locum / nurse is taken on full time or allowed to change agencies.

AUTHORISED BY (member of staff): **Name** **Signature**

Position **Date**

LOCUM/NURSE: **Signature** **Date**

THE ORIGINAL OF THIS TIMESHEET MUST BE SENT TO
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