

Timesheet

Please ensure your timesheet is submitted via email by Tuesday 12 PM.

Email: metarhealthcare@gmail.com | Tel: 0793 270 0832 (9am-5pm) | Post: 60 Ruskin Park, Lisburn, BT275QN

Avoid payment delay: complete all fields, submit within 21 days, and send in PDF or JPG format.

PART 1 - CANDIDATE AND CLIENT DETAILS

PART 2 - SHIFT RECORD

Use BLOCK letters and 24-hour time. Ensure breaks are deducted from total hours. Client use columns must be completed by the authorising signatory.

Day	Date	Start	Break	Finish	Total hrs	Grade	Ward/unit	Sleep In	Booking ref#	Client initials
Monday								Yes / No		
Tuesday								Yes / No		
Wednesday								Yes / No		
Thursday								Yes / No		
Friday								Yes / No		
Saturday								Yes / No		
Sunday								Yes / No		
Total payable hours (excluding breaks):										

PART 3 - DECLARATIONS AND AUTHORISATION

Complete in full and submit via email by 12pm Tuesday. Late or incomplete timesheets may delay payment.

Candidate Declaration:

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 or shifts detailed on this timesheet. I understand that knowingly providing false information may result in disciplinary action, prosecution, and civil recovery. I consent to disclosure of information from this form for verification, investigation, prevention, detection, and prosecution of fraud. I confirm that I have received an appropriate induction including fire safety.

Client Authoriser:

I am an authorised signatory for my ward, department, NHS, Public Sector body, or Private Sector body. I confirm that the Job Profile Title, Band or Grade, and hours or shift I am authorising are accurate and I approve payment. I understand that false information may result in disciplinary action, prosecution, and civil recovery. I consent to disclosure of information for verification and fraud prevention. I confirm that the worker has received an appropriate induction including fire safety.

Cost centre stamp (if applicable):

Timesheet instructions:

1. Required fields complete 2. Signed and dated by candidate and client 3. Submitted no later than 12pm Tuesday 4. Clear and legible 5. All breaks stated 6. Correct day and date entered if work passes midnight.