



Global Career Services

GCS Health Time-Sheet

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PLEASE COMPLETE AND RETURN THIS TIMESHEET NO LATER THAN 11:00 A.M. THE FOLLOWING MONDAY SIGNED BY THE CLIENT'S REPRESENTATIVE.

DETAILS

Locum Name: _____ Grade: _____
Locum ID: _____ Client: _____
Address: _____ Department: _____
Week Ending: _____

HOURS

	DATE	START TIME	END TIME	BREAKS	STANDARD HOURS WORKED	OVERTIME WORKED
MONDAY						
TUESDAY						
WEDNESDAY						
THURSDAY						
FRIDAY						
SATURDAY						
SUNDAY						
TOTAL HOURS AND OVERTIME WORKED:						

CLIENT AUTHORISATION

As authorised signatory, I confirm that the above hours are the total hours to be invoiced.

I am an authorised signatory for my ward/department. 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.

Line Manager's Signature: _____ Date: _____

Line Manager Print Name: _____ Full Position: _____

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 proceedings.

Locum Signature: _____ Date: _____

By signing this timesheet I am confirming I have received, read, understood and agree to the Terms & Conditions of this business. That any change of relationship/status with a locum or a person introduced by this business may attract a fee under the Department of Trade & Industries Conduct of Employment Agencies & Employment