

# Timesheet

Please fill out this form on completion of shift being covered and have it signed by the Consultant / Supervisor. Please then return via fax or email to Locumlink. If any information is incorrect or missing it will result in a delay in payment.

Doctors Name  Dept./Speciality

Hospital/ Practice  Booking Ref.

Day	Start Date	Start Time	Finish Date	Finish Time	Please tick		Total Hrs	
					On site	Off Site		
					<input type="checkbox"/>	<input type="checkbox"/>		
					<input type="checkbox"/>	<input type="checkbox"/>		
					<input type="checkbox"/>	<input type="checkbox"/>		
					<input type="checkbox"/>	<input type="checkbox"/>		
					<input type="checkbox"/>	<input type="checkbox"/>		
					<input type="checkbox"/>	<input type="checkbox"/>		
					<input type="checkbox"/>	<input type="checkbox"/>		
					<input type="checkbox"/>	<input type="checkbox"/>		
					<input type="checkbox"/>	<input type="checkbox"/>		
					<input type="checkbox"/>	<input type="checkbox"/>		
					<input type="checkbox"/>	<input type="checkbox"/>		
					<input type="checkbox"/>	<input type="checkbox"/>		
					<input type="checkbox"/>	<input type="checkbox"/>		
<b>SIGNATURES TO CONFIRM THAT THESE WERE THE HOURS WORKED</b>							<b>Total Hrs</b>	

**CLIENT**  
ALL FIELDS MUST BE COMPLETED

Hospital / Practice Signature:

Name in Block Caps:

Position:

Email Address:

Date:  /  /

By signing this timesheet you are confirming that these hours are correct and authorising that payment can be made for the hours contained on this timesheet.

**DOCTOR**

Doctors Signature

Date:  /  /

**Please note payment cannot be issued unless the client fully completes this timesheet.**

Timesheets can be faxed to **01 497 5447** or email to [hours@locumlink.ie](mailto:hours@locumlink.ie)



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