

Agency Worker & Locum Booking Information	
Agency Worker Name (First Name & Surname)	
Locum Position (Grade or Band & Specialty)	
Client/Hospital Name	
Week Ending Date (Sunday)	

For Completion by the Agency Worker							
Shift Day	Shift Date	Standard Shift Start Time	Standard Shift End Time	Break Start - End Time	On Call Start Time	On Call Finish Time	Total Hours Worked
Mon							
Tue							
Wed							
Thurs							
Fri							
Sat							
Sun							
I declare that the information I have given on this form is correct and complete and that I have not claimed elsewhere for shifts/hours details 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. I consent to the disclosure of information from this form to and by the NHS body and the NHS CFSMS for the purpose of verification of this claim and the investigation, prevention, detection and prosecution of fraud. I have attended an NHS induction and orientation training and hold a valid Global Medics/Doctors on Call ID badge.						TOTAL HOURS WORKED	
Agency Worker Signature:							

Forward your signed & authorised timesheet to timesheets@globalmedics.com or fax 0845 2806220 / 020 8566 4222 by 12.00 noon every Tuesday, any timesheet received after will not be included in that week's payroll. A SMS will be sent to you to advise your timesheet has been processed by close of business each Tuesday.

For Completion by the Authorised Trust/Hospital/Client Signatory			
I am an authorised signatory for my department/ward/NHS body. I am signing to confirm that both the grade of the 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 information from this form to and by the NHS body and the NHS CFSMS in England (or NHS CFS in Scotland) for the purpose of verification of this claim and the investigation, prevention, detection and prosecution of fraud. Any questionable timesheet must be immediately brought to the attention of the Local Counter Fraud Specialist or you may report in confidence to the NHS Fraud & Corruption Reporting Line on 0800 028 4060.			
Authorised Name (Print)	Authorised Position	Authorised Signature	Date