

HEALTHCARE ASSISTANT/STUDENT NURSE TIME SHEET

FO241

OUR LADY OF LOURDES HOSPITAL DROGHEDA NURSE ON CALL - FAX: NURSE ON CALL 01 4062079 / 01 4965690 Email: carersaccounts@nurseoncall.ie

Name:

Mobile: PLEASE ADVISE IF CHANGED RECENTLY

CANA ID No:

Sort Code:

X X X X

Email: PLEASE ADVISE IF CHANGED RECENTLY

Account No:

X X X X

DAY	DATE	WARD DETAILS	TIME IN	SIGNED BY CNM2/1: PLEASE PRINT NAME ALSO	TIME OUT	SIGNED BY CNM2/1: PLEASE PRINT NAME ALSO	HOURS	AMOUNT €
MONDAY								
				PRINT		PRINT		
TUESDAY								
				PRINT		PRINT		
WEDNESDAY								
				PRINT		PRINT		
THURSDAY								
				PRINT		PRINT		
FRIDAY								
				PRINT		PRINT		
SATURDAY								
				PRINT		PRINT		
SUNDAY								
				PRINT		PRINT		

Timesheet should reach NOC by 21:30 Monday evening

TOTAL

*** TIMESHEETS MUST BE FILLED OUT CORRECTLY IN ORDER TO PROCESS PAYMENT**

Please note that these break times may be made up of several shorter breaks at the request of management if necessary (e.g. a 1 hour break over a twelve hour shift may be made up of a ½ hour and two ¼ hour breaks). HSE rates apply.

Break Times

The following breaks are assumed to have been taken & will be deducted. **If longer or shorter breaks are taken please indicate on your signed time sheet.** Statutory coffee breaks taken on the ward can be ignored.

Total Shift Length (Hrs)	Break Time (Hrs)	Total Shift Length (Hrs)	Break Time (Hrs)
8	½ hour	11	1 hour
9	½ hour	12	1 hour
10	¾ hour	13	1 hour

You will be paid the Increment that has been approved by Nurse on Call - HR Department. If your increment changes please ensure that you inform Nurse on Call HR Department if not you will remain on your present increment. As Nurse on Call is an Agency hours and weeks worked can vary hugely from HCA to HCA so it is up to you to inform us when you think you are due an increment increase. The email address for HR is interviewer@nurseoncall.ie

HCA Signature:

Date:

Time sheets must be received received before 21:30 Monday evening each week and the money will be in your account the following Tuesday (a day later following bank holidays). You will receive your pay slip that Friday please ensure you have your pin number in order to retrieve your pay slip. Time sheets received after 21:30 Monday evening will be automatically put into the following week's payroll.

- **Receipt of time sheets will not be verified. Sorry. Either scan and email or post them that's the most reliable route. If you are going to fax them ensure they are turned the correct way and that who ever is operating it knows what they are doing (unclear time sheets cannot be paid). The accounts email address is nursesaccounts@nurseoncall.ie or post to Nurses Accounts, Nurse On Call, 59 Ranelagh, Dublin 6.**

See information for holiday pay in “Payroll information” on our website under “Guide to pay rates” copy & paste this link <http://www.nurseoncall.ie/guide-to-pay-rates.25.html>

- **Payroll queries can only be dealt with by email. If you can't email the best thing to do would be to write your query to Nurses Accounts, Nurse on Call, 59 Ranelagh, and Dublin 6.**

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