

NURSE ON CALL

CORK UNIVERSITY HOSPITAL

FO225

Email: nursesaccounts@nurseoncall.ie

Name:

Mobile: PLEASE ADVISE IF CHANGED RECENTLY

NOC ID No:

Sort Code:

Email: PLEASE ADVISE IF CHANGED RECENTLY

Account No:

DAY	DATE	WARD DETAILS	TIME IN	SIGNED BY:NURSE IN CHARGE PLEASE PRINT NAME ALSO	TIME OUT	SIGNED BY:NURSE IN CHARGE PLEASE PRINT NAME ALSO	Breaks must be taken. No break taken requires extra cnm signature here	HOURS	AMOUNT €
MONDAY				<input type="text"/>		<input type="text"/>			
				PRINT		PRINT			
TUESDAY				<input type="text"/>		<input type="text"/>			
				PRINT		PRINT			
WEDNESDAY				<input type="text"/>		<input type="text"/>			
				PRINT		PRINT			
THURSDAY				<input type="text"/>		<input type="text"/>			
				PRINT		PRINT			
FRIDAY				<input type="text"/>		<input type="text"/>			
				PRINT		PRINT			
SATURDAY				<input type="text"/>		<input type="text"/>			
				PRINT		PRINT			
SUNDAY				<input type="text"/>		<input type="text"/>			
				PRINT		PRINT			

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

TOTAL

Timesheet Verified By: _____
(Requires Signature of Assistant Director of Nursing or Nominated Deputy)

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.

I confirm that all signatures on my time sheets are true and correct and that I have worked all the hours submitted on my time sheets and that I accept the new Haddington Road Rates

Nurses Signature: _____ Date: _____

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. The email address for HR is interviewer@nurseoncall.ie

Please make sure to fill them out correctly and to tick the appropriate box

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 16 Harcourt St Dublin 2.

With affect from Monday 5/11/12 we have introduced a new CUH time sheet that can be downloaded from our website or please contact our Cork office .Please find attached a copy of the new CUH time sheet which is the only one that will be accepted from that date .

The following are the new procedures:

1. On arrival in CUH you must “sign in “and “check in “in the Duty Office.
2. On arrival in the ward you must get your time sheet signed by the person in charge to confirm arrival time in the ward.
3. On departure from the ward you must get your time sheet signed by the person in charge to confirm your finish time.
4. Before leaving the Hospital you must then” sign out “and “check out” in the Duty Office.
5. All timesheets must be left in the Duty Office at the end of the Shift.

At the end of shift in CUH you have to submit your time sheet in a box marked “Nurse on Call Time sheets “ in the Duty Office .Only CUH Duty office can submit the CUH time sheets to Nurses Accounts in Nurse on Call for all shifts done in CUH from 5/11/12.They will be scanned to us by Nursing admin every Monday Morning and they will keep the original .(anybody who submits CUH time sheets to NOC directly will have them returned without payment .)

CUH have indicated that they will not accept time sheets submitted after the week’s end of each week as they need to know the accrual and costs each week.

The above is normal practise in our clients Hospitals and works very well so can we please all just get on with it .Anyway it’s up to you if you want to be paid you must adhere.

“This only applies to shifts worked in CUH .Shifts worked anywhere else are to be submitted as normal .”

All breaks must be taken but in the rare instance where a break cannot be taken it must be signed off .You can write any special instructions you have with regard to payment on the time sheet as per usual.

You have now been put on notice so there will be no exceptions .All incorrect time sheets will be returned to you without exception.

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>