

Timesheets should reach Nurse on Call by 21:30 Monday evening

HEALTHCARE ASSISTANT/STUDENT NURSE TIMESHEET NNURSE ON CALL – FAX: 01 4062079 / 01 4965690 email: carersaccounts@nurseoncall.ie

Name:			Mobile:		CANA ID:		Employee Code:		Account:	X	X	X	X					
Day	Date	Hospital/Client Name & Address	Ward/Location Details	Start (24hr clock)	Finish (24hr clock)	Breaks (total minutes)	Actual hours worked	Amount €	No break taken requires CNM signature here	Signed by Person in Charge (Please print name also)								
MON																		PRINT
TUE																		PRINT
WED																		PRINT
THU																		PRINT
FRI																		PRINT
SAT																		PRINT
SUN																		PRINT
TOTAL																		

Break times may be made up of several shorter breaks at the request of management if necessary (e.g. a 1 hr break over a 12 hr shift may be made up of a ½ hour and two ¼ hour breaks). 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)
8	0.5
9	0.5
10	0.75
11	1
12	1
13	1

I confirm that all signatures on my time sheets are true and correct and that I have worked all the hours submitted on my timesheet.

Signature: _____ Date: _____

- **The following hospitals pay premium rates from Saturday midnight to Sunday midnight:**
Bandon Hospital, Beaumont Hospital, The Coombe, Our Lady’s Hospital-Navan, Raheny CNU, St Coleman’s Hospital, St James’s Hospital, St Josephs’s Raheny, Wexford General Hospital
- Please note that 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 our HR Department as failure to do so will result in you remaining on your present increment. As Nurse on Call is an agency, hours and weeks worked can vary hugely from Nurse to Nurse 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
- Payroll queries are answered by email only

I confirm that I am ‘not a close’ contact of a COVID positive with in the last 48 hours patient/relative.

Signed _____ Print name: _____

The above must be signed failure to do so will result in payments NOT been processed.