

NURSES TIME SHEETS NURSE ON CALL - FAX: NURSE ON CALL 01 4062079 / 01 4965690 Email: nursesaccounts@nurseoncall.ie

Name:

Mobile:

NOC ID No:

Sort Code:

Email:

Account No:

Day	Date	Hospital/Client name & Address	Ward Details	Start time (24 hr clock e.g.0800)	Finish time (24 hr clock e.g.2000)	Breaks taken total (mins)	Actual Hours worked	Amount €	Breaks must be taken. No break taken requires extra 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

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 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

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: _____

PAYROLL QUERIES WILL BE REPLIED TO BY EMAIL AND POST ONLY

P.T.O

Time sheets must be 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.

- 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.

- Also please ensure the following:

You fill out the time sheet clearly and distinctly.

You include the name and location of the client (i.e. there are 40 HSE St Mary's Hospitals)

That the time sheet is signed (with their name printed beside the signature) by the person in charge.

Please treat your time sheet as an invoice and be aware of the amount you are asking us to pay you. Those due public holiday payments will automatically be paid them also as they become due approx 4 weeks after the public holidays.

Breaks are automatically deducted and must be taken. The only places breaks that will not be deducted are ID and PSY units etc where there is no one to relieve.

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

Payment problems only arise when people fail to follow the instructions, apologies if this sounds rude but it is true. We are sorry but all time sheets incorrectly or unclearly filled out now will be discarded and not paid.

- Good idea - why not down load your time sheets from the website and print all your details as then they can be easily read. All the new time sheets on the web site will include breaks and rates

- All invoicing is done from time sheets and all the Hospitals require weekly invoices so we must receive your time sheet weekly.

- It is in everyone's interest that the weekly payroll works smoothly so please give a little bit of time to your timesheet when filling it out.

- Thank you for your help in this matter.