Timesheet

Timesheet MUST be submitted by 11pm MONDAY via this link: https://accesshealthcare.ie/timesheets/

I declare that the information on this timesheet is true. In the event of dispute regarding claimed hours, you will be liable to repay any overstated amount unless the timesheet has been duly authorised by the client. Any over payments should be repaid immediately as failure to do so may result in legal proceedings.

TO BE FILLED BY THE WORKER

Full Name:
Contact No:
PPS No:
Position/Role:
Place of Work:
Ward:
Worker Signature:

TO BE FILLED BY THE CLIENT

Full Name:
Position/Role:
Place of Work:

We confirm:
a) Our agreement to the terms of business.
b) That the claimed hours are correct.

Authorised Client Signature:

ATTENTION! One timesheet to be completed per client

Week day must match day of shift ↓	Date (DD/MM/YY)	Start Time (24h clock)	End Time (24h clock)	Break Taken Circle if taken / cross if not taken	Hours Worked (Less breaks)	Wards (If multiple wards, please fill in for each shift)	Access Healthcare Consultant	Signature of person in charge (Mandatory for each shift)	Week ending date for payment (max. 6 weeks ahead)
Monday				60 min / Or:				Print Name:	
Tuesday				60 min / Or:				Print Name:	
Wednesday				60 min				Print Name:	
Thursday				60 min / Or:				Print Name:	
Friday				60 min / Or:				Print Name:	
Saturday				60 min / Or:				Print Name:	
Sunday				60 min / Or:				Print Name:	

NOTE: PLEASE USE 24 HOUR CLOCK

We recommend you retain copies of all your completed timesheets for future reference.

TOTAL HOURS WORKED

ATTENTION!
A break of at least 60 minutes per 8hr shift (minimum) and at least 30min break for a 4hr shift (minimum) is assumed. If you did not take a break, cross out the 60min and write the minutes actually taken. **Complete this column only if payment is to be postponed until 6 weeks ahead of each shift worked.**

To request holiday payment, please complete the form at https://accesshealthcare.ie/holiday-pay-request/

Please submit your timesheet to https://accesshealthcare.ie/timesheets/