

Email timesheets to your Recruitment Consultant

Please get timesheet signed before leaving

Timesheets received after 12.00 noon on Tuesday may not be included in that week's payroll.

All doctors on HSE sites must take mandatory breaks.

Doctor's Name:

IMC Number:

Hospital:

Department:

Grade:

Locum Doctor Signature:

Date:

Week ending:

Standard Hours						On Call					
						On Site			Off Site		
Weekday	Date	Start	Lunch	Finish	Total	Start	Finish	Total	Start	Finish	Total
Monday											
Tuesday											
Wednesday											
Thursday											
Friday											
Saturday											
Sunday											
Total						Total			Total		

Timesheets must be authorized by a consultant and/or the medical manpower office to be processed for payment.

I confirm that I am authorized to approve this timesheet and that the above details are correct:

Consultant Name:

Signature:

IMC Number:

Date:

Medical Manpower

Signature:

Name:

Date:

Rest Period Breaks: In accordance with the Organisation of Working Time Act, if you work more than 4.5 hours you are entitled to a 15-minute unpaid rest, if working more than six hours, you are entitled to a 30-minute unpaid rest (which may be inclusive of the previous 15-minute break) and if working 9 hours or more you are entitled to a 60 minutes unpaid break (which may be inclusive of the previous 30-minute break). Please note all locums are required to take minimum break/rest periods each day.