

Email timesheets to your Recruitment Consultant

Please put all hours in blue section including on call when in the hospital and 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.

Doctors Name:

IMC Number:

Hospital:

Clinical Department:

Grade e.g. SHO/Reg:

Locum Doctor Signature:

Date:

Week ending:

Standard Hours/On Site On call						Off Site on Call only		
Weekday	Date	Start	Break in minutes	Finish	Total	Start	Finish	Total
Monday								
Tuesday								
Wednesday								
Thursday								
Friday								
Saturday								
Sunday								

Timesheets must be authorized by a consultant or the medial 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.