

Hospital Locum Doctor Timesheet

Doctor's Name Period Ending |..... |.....

Hospital

Department/Grade

Shift Start Date	Ordinary Time				On Call			Call Back		
	Start	Finish	Break	Hours	Start	Finish	Hours	Start	Finish	Hours
Monday										
Tuesday										
Wednesday										
Thursday										
Friday										
Saturday										
Sunday										
	Total Hours				Total Hours			Total Hours		

Claimable Allowances
Please attach a tax receipt for all expenses.

Doctor's Signature..... Hours And Expenses Authorised By

IMPORTANT: To ensure you receive your payment on time it is your responsibility to:

1. Complete your timesheet and have it authorised at the end of your final shift. **Often, the best person to get this done is your department supervisor.**
2. Fax it to Triple0 on our Freefax number: (NZ) 0800 17 0009 (Aus) 1800 00 9672
3. Hand a copy of your timesheet into the Medical Administration/RMO Unit.