

SRA Locum

2nd Floor, 13 Baggot St Upper,

Dublin 4, D04 W7K5

W: www.sralocum.com

E: info@sralocum.com

P: 01-6854700 & 01-6994321

Fax: 01-6852538



TIME SHEET

Please send all timesheets to us as soon as you have finished your shift(s).

PAYMENT CANNOT BE ISSUED UNTIL THE TIMESHEET HAS BEEN AUTHORISED

Once completed please scan and email us or Fax to: **01 685 2538**

To get paid on time, please ensure the following:

- AN AUTHORISED SIGNATURE HAS BEEN OBTAINED
- Your timesheet faxed or posted is legible.
- Timesheets to be send to SRA Locum within 24hours right after finishing your locum.
- Instruct SRA Locum of your preferred mode of payment.

| | | | |
|--------------|---------|----------|--|
| Name: | | Address: | |
| IMCR No: | PPS No: | Mobile: | |
| Clinic Name: | | Post: | |

For NCHD post put **X** in each hour worked, for Consultant put **x** for onsite and **O** for offsite

| Date | | | | | | | |
|--|--|--|--|--|--|--|--|
| 0.00to1.00hr | | | | | | | |
| 01.00to2.00hr | | | | | | | |
| 02.00to3.00hr | | | | | | | |
| 03.00to4.00hr | | | | | | | |
| 04.00to5.00hr | | | | | | | |
| 05.00to6.00hr | | | | | | | |
| 06.00to7.00hr | | | | | | | |
| 07.00to8.00hr | | | | | | | |
| 08.00to9.00hr | | | | | | | |
| 09.00to10.0hr | | | | | | | |
| 10.00to11.00hr | | | | | | | |
| 11.00to12.00hr | | | | | | | |
| 12.00to13.00hr | | | | | | | |
| 13.00to14.00hr | | | | | | | |
| 14.00to15.00hr | | | | | | | |
| 15.00to16.00hr | | | | | | | |
| 16.00to17.00hr | | | | | | | |
| 17.00to18.00hr | | | | | | | |
| 18.00to19.00hr | | | | | | | |
| 19.00to20.00hr | | | | | | | |
| 20.00to21.00hr | | | | | | | |
| 21.00to22.00hr | | | | | | | |
| 22.00to23.00hr | | | | | | | |
| 23.00to00.00hr | | | | | | | |
| Onsite | | | | | | | |
| Offsite | | | | | | | |
| Total | | | | | | | |
| <i>I certify that above hours claimed are correct.</i> | | | | | | | |

Signature Incharge

Designation Incharge

Signature Locum Doctor

Date: _____