



# Mimosa Staffing

Equipoint  
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 Registered in England No. 7590909 VAT No. 173884861

Date	
Name	
Mimosa Staffing ID No.	
Pin (Registered Nurses Only)	
Client	
Ward	
Band	

No.	
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**PLEASE USE BLACK INK, BLOCK CAPITALS & 24 HOUR CLOCK**

Day	Date	Start Time	Finish Time	Breaks Taken	Booking Reference	Total hours after deduction of breaks	Authorised Signature
Monday							
Tuesday							
Wednesday							
Thursday							
Friday							
Saturday							
Sunday							

**Declaration by Agency Worker**

I declare that the information I have given on this form is correct and complete and that I have not claimed elsewhere for the hours/shifts details on this timesheet. I understand that if I knowingly provide false information this may result in disciplinary action and I may be liable to prosecution and civil recovery proceedings.

Total Hours in Words .....

Signature ..... Date ..... / ..... / .....

Print Name (Capitals) .....

**Declaration by Authorised Person**

I am signing below to confirm that both the band and staff, which I am authorising, are accurate.

Signature ..... Date ..... / ..... / .....

Print Name (Capitals) .....

**Instructions to Complete Time Sheet**

1. Time sheet must be signed by the person authorised to sign at the end of each shift.
2. Avoid use of correction fluids. All amendments must be clearly crossed out and initiated by the person authorised to sign.
3. Time sheets can be faxed, posted or scanned to the office.
4. Complete a separate time sheet for different wards/units.
5. All breaks must be taken.

**Shift Comment by Client**

Please comment on the overall performance of this nurse during the shift. (Please tick ✓)

Excellent  Good  Average  Poor

Signature ..... Date ..... / ..... / .....

Print Name (Capitals) .....

**TIME SHEETS TO BE SUBMITTED TO MIMOSA OFFICE NO LATER THAN 12PM MONDAY-TO BE PAID ON FRIDAY**

Day Rate: Mon - Fri, 06:00hrs - 20:00hrs    Night Rate: Mon - Fri, 20:00hrs - 06:00hrs    Night Rate: Sun Midnight - Mon 06:00hrs  
 Saturday Rate: Fri Midnight - Sat Midnight    Sunday Rate: Sat Midnight - Sun Midnight    Bank Holiday Rate: Midnight to Midnight

White copy for Agency - Yellow copy for client - Pink copy for Agency Worker