



TIMESHEET GUIDE

Nutrix Personnel is dedicated to paying our nurses on time, every time.

We understand that a core value of our agency must be that pay should be prompt, reliable and correct. That is why we have put every effort into ensuring that your pay is delivered without issues every single week.



Timesheets

In order for us to make payments to you swiftly for the shifts you have worked, you will need to send in your timesheets by the deadline. The deadline is 12pm Monday including Easter Bank Holiday and Christmas Holidays unless instructed otherwise by your consultants.

Any timesheets received past this time will not be processed for that week, they will be processed for the following week.

Postal Address: 66-68 College Road, Harrow, HA1 1BE

Email scanned copies to: timesheets@nutrixmedical.co.uk

When emailing scanned copies, please copy in your dedicated consultant to check your timesheet.

If you have a smartphone, the easiest way to ensure timesheets have been scanned is to use app's called TinyScan, CamScanner & Office Lens as per below.



This will save the timesheet as a PDF rather than a picture as we do not accept picture copies of timesheets. To be paid promptly, please ensure your completed timesheet meets the following requirements:

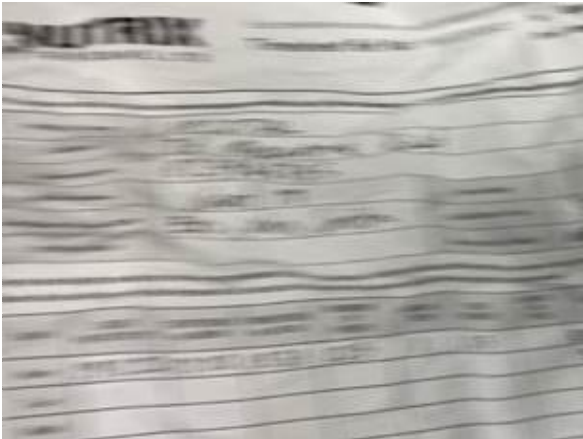
- Timesheet must be signed by ward manager in both boxes especially the approved signatory box (We will reject timesheets with no signature as ward managers signatures are cross checked)
- Booking reference - make sure this is written clearly either in the given box or top right corner of the timesheet. (We will reject timesheets with no booking references, as the hospital will not accept our invoices without one)
- Name of Ward: Make sure to write the full ward name no abbreviations please. (We will reject timesheets with no ward written as we won't be able to identify your pay grade without this)
- Hospital Name: Again no abbreviations please as head office will reject a timesheet they cannot allocate a hospital to. (We will reject timesheets that have 3 letter abbreviations – this will avoid us invoicing the wrong hospitals that will have the same abbreviation)
- Shift Times: Please make sure start and end times are accurate (Shift Times need to be correct – If incorrect we will not process)

If you cannot make out what the scan says neither can we. Please ensure that the scan is of quality and is free from any grey haze prior to sending.

Please ensure your booking reference number is one the timesheet, either in the 'Booking reference' number box or 'Purchase Order (P.O)' box. Failure to do so will result in the timesheet not being paid.

Rejected Timesheets

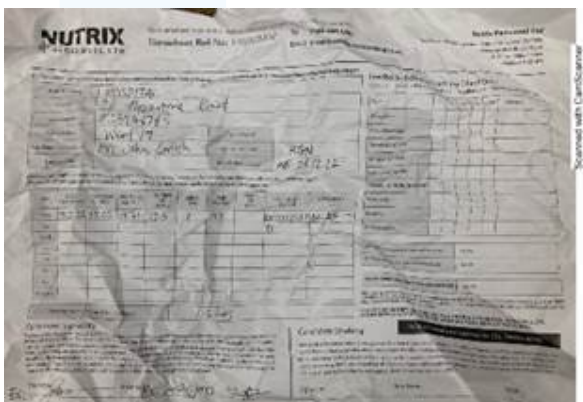
The below timesheets will not be accepted for the following reasons:



The timesheet is blurry and not fully visible and cannot be read and will be instantly rejected.



The timesheet is a very dark copy. Once this has been printed and scanned into the system the whole timesheet then turns into the above.



The timesheet is scrunched up and difficult to read. As the signed sections are important this needs to be clear.



The timesheet has been scanned with high exposure and is now difficult to read.

Accepted Timesheets

The below timesheet will be accepted as it's a clear copy, you can see the name, dates, times, signatures and none of the sections have been cut out. This is how the timesheet should look. If yours doesn't look like this, then please rescan and send a better copy.



Each timesheet must have a UNIQUE reference number or it will not be accepted.

Timesheet Ref No: **HW009457**

Tel **0345 260 6280**

Email **timesheets@nutrixmedical.co.uk**

Nutrix Personnel Ltd

Registered in England and Wales. Registration number: 11357494

Registered office: Bridge House
25-27 The Bridge, Harrow

Middlesex HA3 5AB

This Timesheet must be emailed to timesheets@nutrixmedical.co.uk by 12pm on Monday in order to facilitate payment. Please press firmly with a black ballpoint pen.

Hospital / Home	Hospital/Trust		
Address			
Telephone No			
Name of Ward	Ward	Type of Ward	
Candidate / Nurse Name	Full Name	Qualification / Post	
Employee No		Week Ending (Sunday)	

Day rate and night rate hours may vary from client to client. Saturday, Sunday and Bank Holiday rate hours may also vary from client to client. Please check with your Nutrix Personnel Ltd contact as to which shift pattern applies before accepting an assignment.

DAY	DATE e.g. 01/07/17	START TIME e.g. 08:00	FINISH TIME e.g. 16:00	NUMBER OF HOURS	BREAK TIME	TIME WORKED	GRADE OR TYPE	BOOKING REF. NUMBER	AUTHORISED BY
Mon									
Tue									
Wed	DD/MM	HH:MM	HH:MM	HH:MM	HH:MM	HH:MM			
Thu									
Fri									
Sat									
Sun									
Total Hrs									

Total Pay Hours in Words (Excluding Breaks)

Approved Signatory

I agree to the above named person(s) worked hours shown above and by signing the timesheet we agree to pay your account in accordance with your terms of business. I understand that a further copy of your terms of business is available on request. I am an authorised signatory for this Customer. I am signing below to confirm that both the pay point and the hours/days that I am authorising are accurate and I approve payment. I understand that if I knowingly authorise false information this may result in disciplinary action and I may be liable for prosecution and civil recovery proceedings. I consent to the disclosure of information from this form to and by the Customer and the NHS Counter Fraud and Security Management Service for the purpose of verification of this claim and the investigation, detection and prosecution of fraud.

Signed by **NIC signs** Print Name **Must be completed** Date **Date**

Feedback / Reference Form (For Client Only)

Poor - 1 Satisfactory - 2 Good - 3 Excellent - 4 Unable to comment - n/a

Type	1	2	3	4	n/a	Comments
Clinical Skills						
Clinical Knowledge						
Organisational Skills						
Management Skills						
Willingness To Learn						
Contribution to the department						
Punctuality						
Reliability						
Self Motivation						

Were there any concerns or issues with the worker? Yes/No

Would you be happy to have the candidate back? Yes/No

Induction Completed by Client (only applies to first shift) Yes/No

You may report any case of fraud, in confidence, to the NHS Fraud and Corruption Reporting Line on 0800 038 4360. Any questionable timesheet must be immediately brought to the attention of the Local Counter Fraud Specialist or to the Reporting Line.

PLEASE SIGN AND RETURN THE TOP AND 2ND PAGE TO NUTRIX PERSONNEL LTD. 3RD PAGE TO BE KEPT BY THE TEMP. 4TH PAGE TO BE KEPT BY THE CLIENT.

Candidate Working

Refer a friend and earn up to £££. Terms apply

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/days detailed on this timesheet. I understand that if I knowingly provide false information this may result in disciplinary action and I may be liable for prosecution and the civil recovery proceedings. I consent to the disclosure of information from this form to and by the Customer and the NHS Counter Fraud and Security Management Service for the purpose of verification of this claim and the investigation, prevention, detection and prosecution of fraud.

Signed by **You Sign** Print Name **Your Name** Date **Date**

Ref: NP 07/18

If any timesheets get rejected for any reason, you will be informed in time so you are able to send over another copy before the deadline.

Process for sending Timesheets

Timesheets should be sent in a clear black and white format with all sections completed in order to be paid on time. All fields that must be completed are shown below;

- If you are not given any reference number leave the field blank
- You must sign and date after the shift, not before.
- Clients must print, sign in order for payment. If you are unable to, please contact your consultant

Sending Timesheets

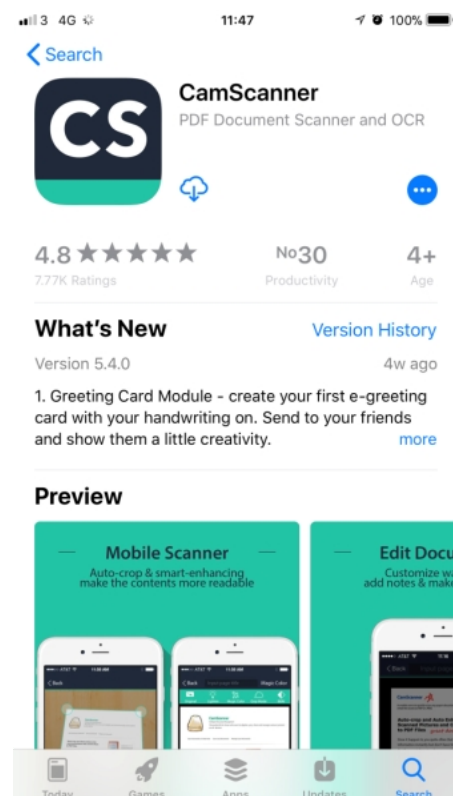
In order to send a clear timesheet via email the following steps will help you;

1. Download CamScanner on your device. See below for different Android and Apple.

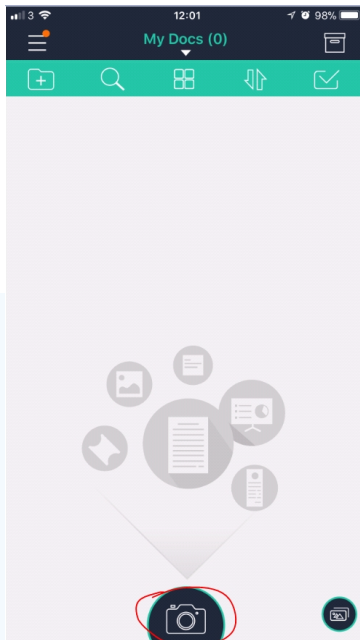
Play Store for Android Users



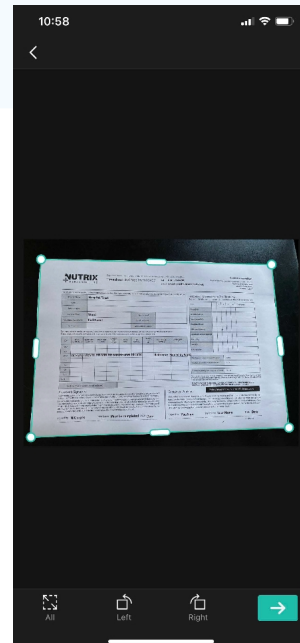
App Store for Apple Users



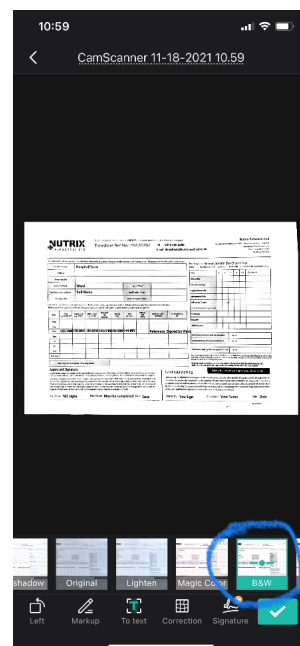
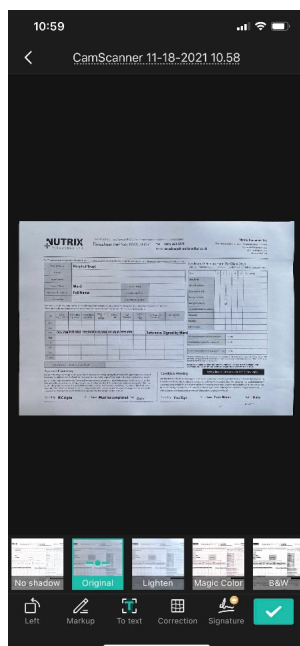
- Once your application is installed, open the application click on the button circled in red.



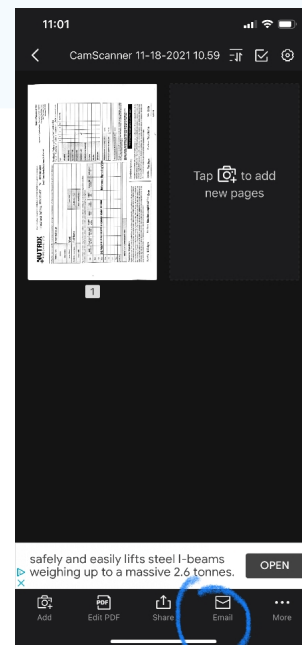
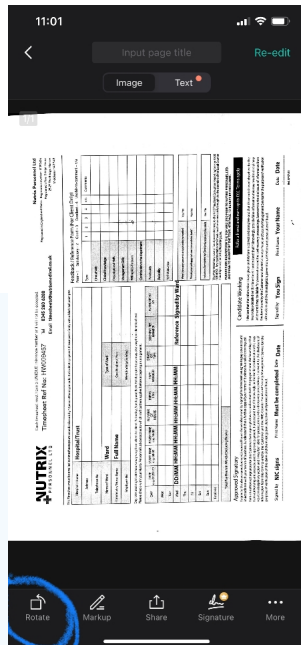
- Place your timesheet on flat surface with enough light. Ensure all parts of the timesheet fits within the frame.



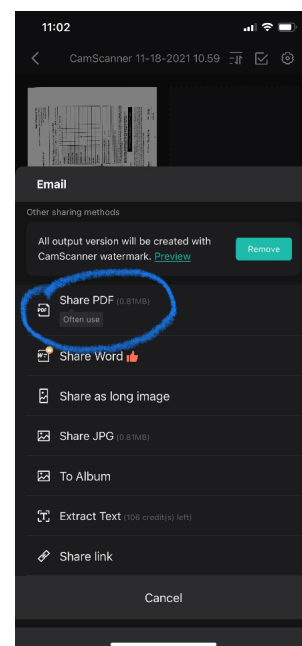
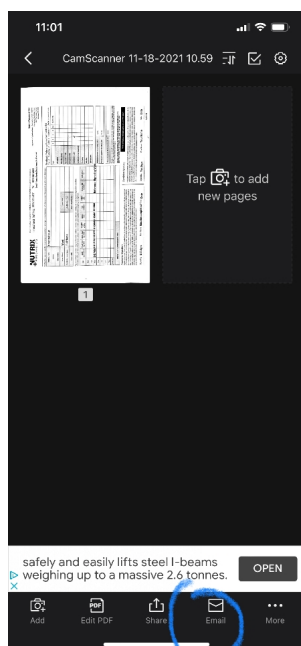
- Once the photo has been taken, you will have different options as to how you would like to present the timesheet. The one you will need to choose is B+W.



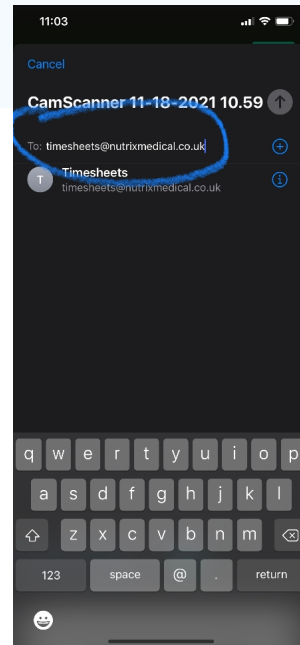
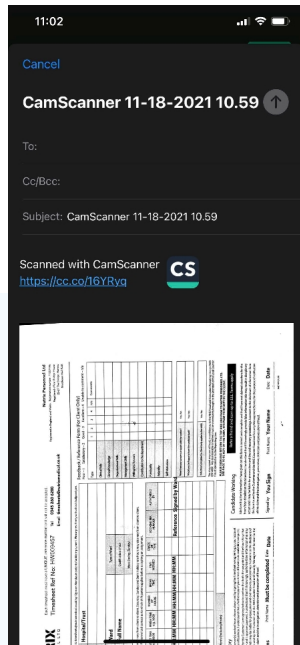
5. Once you're happy with the timesheet please ensure you rotate it to landscape, click the tick which will take you the screen below. If you have more than one timesheet and wish to send it together, please click on the plus sign to add more. If you have only one, move onto the next step.



6. To send a timesheet click on "email" - this will give you the option of choosing the type of file you would like to send. Send it as "PDF File".

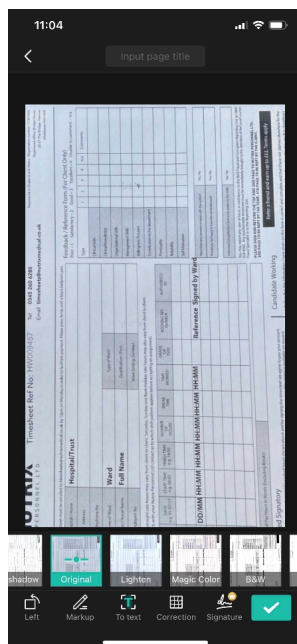


7. You will need to enter the email address. This will always be timesheets@nutrixmedical.co.uk

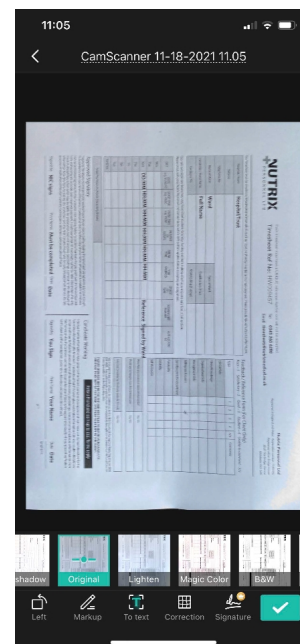


Please avoid the following:

Cropping the timesheet



Blurry Images





0345 260 6280
nutrixmedical.co.uk
timesheets@nutrixmedical.co.uk