

## WEEKLY TIMESHEET

Sellick Partnership Group Limited  
Queens Court, 24 Queen Street  
Manchester, M2 5HX.  
Tel: 0161 834 1642 Fax: 0161 834 2223  
[www.sellickpartnership.co.uk](http://www.sellickpartnership.co.uk)

Name	Week End
Client	Dept
Booking Ref	Job Title
Client Contact	AFC Band/SP

**IMPORTANT!** Please ensure that your timesheet is completed in full, signed, authorised and faxed to 0161 834 2223.

Date		Start Time	End Time	Lunch Deducted	Standard Hours or Days (A)	Overtime Hours (B)	Holiday Paid	Holiday Unpaid	Sickness	Other Leave	Expenses
	MON										
	TUE										
	WED										
	THU										
	FRI										
	SAT										
	SUN										
<b>Totals</b>											£

- Note 1** Lunch breaks are not paid and time taken should be deducted when entering standard hours.  
**Note 2** Timesheet MUST be signed by both the worker and authorising client - incomplete timesheets will be rejected.  
**Note 3** Once completed and signed the timesheet should be copied and one copy passed to the client - the remaining copy should be faxed to 0161 834 2223 or e-mailed to payroll@sellickpartnership.co.uk.

<p><b>Workers Declaration:</b></p> <p>[a] The days/hours claimed are correct.</p> <p>[b] I have read, understood and agreed to statement 01 overleaf.</p>	<p>Signed</p>
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<p><b>Client Authority/Declaration:</b></p> <p>[a] The days/hours shown are correct and the work has been completed in a satisfactory manner.</p> <p>[b] I have read, understood and agreed, in full, to statement 02 overleaf.</p> <p><b>IMPORTANT:</b> A wage will be calculated and paid on the basis of the days/hours authorised - please ensure that the stated days/hours are correct.</p>	<p>Total Days/Hours Authorised A+B</p> <hr/> <p>Signed</p> <hr/> <p>Client Contact Telephone Number</p> <hr/> <p>Dated</p>
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**PLEASE READ DECLARATIONS CAREFULLY  
BEFORE SIGNING TIMESHEET!**

**FOR NHS ASSIGNMENTS ONLY**

**AGENCY WORKER DECLARATION (01)**

I declare that the information I have given on this form is correct and complete and that I have not claimed elsewhere for the days/hours detailed on this timesheet. I understand that if I knowingly provide false information this may result in disciplinary action and I may be liable to criminal prosecution and civil recovery proceedings. I consent to the disclosure of information from this form to and by the client/customer and the NHS Fraud & Security Management Service for the purpose of verification of this claim and the investigation, detection and prosecution of fraud.

**AUTHORISED SIGNATORY DECLARATION (02)**

I am an authorised signatory for this customer. I am signing overleaf to confirm that both the pay point and days/hours 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 to criminal prosecution and civil recovery proceedings. I consent to the disclosure of information from this form to and by the client/customer and the NHS Fraud Security Management Service for the purpose of verification of this claim and the investigation, detection and prosecution of fraud.

**IMPORTANT NOTE**

You may report any case of fraud, in confidence, to:

**NHS Fraud and Corruption Reporting Line : 0800 028 4060**

Any questionable timesheet must be immediately brought to the attention of the local Counter Fraud Specialist or to the reporting line.

**FOR ALL ASSIGNMENTS**

Agency Workers must NOT authorise timesheets relating to themselves or any other Sellick staff.

Timesheets must be completed legibly and in full, failure to complete timesheet correctly may result in delays/errors in payment.

The client authority signing this timesheet **MUST** ensure the accuracy of the days/hours claimed, as this document will form the basis of both worker's pay and client invoice.

Sellick Partnership reserves the right to reclaim in full any payment made in respect of incorrect or fraudulent claim.

IF YOU HAVE ANY QUERIES REGARDING THIS FORM OR THE DAYS/HOURS DECLARED PLEASE CALL OUR PAYROLL DEPARTMENT ON 0161 834 1642.