**Government of South Australia Employee number:** Name: SA Health Surname Given Pager/extension no: Mental Health Service Location: Payroll use only **Medical practitioner timesheet** Classification: Cost centre/rate/class Description Code Hours SAL Ord hours Note: All call back hours are to be recorded on the back of the timesheet C120 Casual hours C120 Rostered hours Non rostered hours Casual hours Authorised (time worked) (outside rostered hours) PHOL PH not worked non-rost OT Non non Sick SIC rostered meal break/ ANN Annual leave Date Cost Hours On call Cost hours continuous Day On Off On Off On Off worked (RC/RP) On Off worked LSL taken LSL (dd/mm/yy) centre centre days LWOP LWOP Sat SLWP Special leave w pay Sun R o/time 150 R150 R o/time 200 r200 Mon R250 R o/time 250 Tue NR o/time 150 OT15 OT20 Wed NR o/time 200 NR o/time 250 OT25 Thur R OT >110 hrs OTMP Fri Call 150 CB15 Call 200 **CB20** Sat Call 250 CB25 Sun Pen 15% P015 Pen 25% P025 Mon P050 Pen 50% Tue Pen 75% P075 Wed H150 Pen 150% No meal break <76 PM50 Thur

Number of no meal breaks

Number of days roster >8 consecutive

Number of occasions when there are not at least 8 consecutive hours off duty. Please also highlight where this has occurred

**Total hours** 

Employee signature

Fri

Certified correct signature

Please note

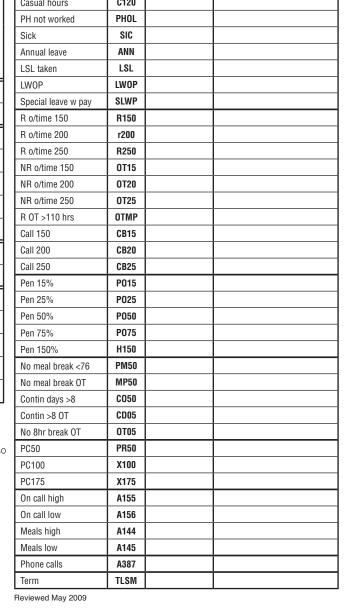
Your timesheet **must** be authorised by a delegated officer, then forwarded to Payroll Services by the designated time or payment cannot be guaranteed.

## Leave

**Total hours** 

All Leave must be applied for via the appropriate leave application. For payment to be guaranteed (planned leave only) leave form must be submitted to Payroll Services four weeks prior to the commencement of leave.

Name and title of certifying officer





## **Recall record**

_				r	 r	1	 1		1	 1	1	
	Date recalled											
	Patient or reason for attendance (full name and unit number)											
	Recall initiated by (name & position)											
	Ward/ hospital											
	Start											
Recall time	Finish											
	Actual hours of recall											
	Cost centre											
Tick on	Prox recall											
Tick one column	Remote recall											

## Record of telephone calls (without recall) and telemedicine

			Date	
			<b>Telephone calls</b> Telephone call received which did not result in a recall for each on call period	
			Date	
			Telemedicine	