



Mental Health Service

Name: Surname Given

Employee number:

Location:

Pager/extension no:

Medical practitioner timesheet

Classification:

Note: All call back hours are to be recorded on the back of the timesheet

Main timesheet grid with columns for Day, Date, Cost centre, On/Off, Hours worked, On call (RC/RP), Non rostered hours (outside rostered hours), and Authorised non-rost OT/ non meal break/ continuous days.

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

Employee signature

Certified correct signature

Name and title of certifying officer

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 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.

Payroll use only table with columns: Description, Code, Hours, Cost centre/rate/class. Includes codes like SAL, C120, PHOL, SIC, ANN, LSL, LWOP, SLWP, R150, r200, R250, OT15, OT20, OT25, OTMP, CB15, CB20, CB25, P015, P025, P050, P075, H150, PM50, MP50, C050, CD05, OT05, PR50, X100, X175, A155, A156, A144, A145, A387, TLSM.

